



Office of the Mayor Executive Message

The passage of Republic Act No. 9485, otherwise known as The Anti-Red Tape Act (ARTA) of 2007, confirms government's resolve to hasten government transactions and stump red tape and graft and corruption in the bureaucracy. This law aims to promote transparency on each government agency when transacting with the public. One of the salient provisions of the law is for all the government agencies to set up service standards to be known as the Citizen's Charter to respond and establish an effective system to eliminate bureaucratic red tape.

In compliance with the mandate of RA 9485, the Local Government Unit of Mina since then has integrated and continuously implement the provisions of this law. This latest revision of the Citizen's Charter and the establishment of a new complete and modern client friendly **Business One Stop Shop** (BOSS), we are showcasing a red tape-free, fast, effective and quality service to our constituency. This Citizen's Charter will serve as a blueprint for our service providers to eliminate excessive and complicated bureaucratic procedures as well as a reference for the public demand for speedy reliable services.

The Citizen's Charter is a manifestation of our ardent endeavor to deliver satisfactory services for the general welfare of the people. I am very optimistic that the Citizen's Charter will truly serve its purpose.

HON. REY P. GRABATO
Municipal Mayor



**Office of the
Sangguniang Bayan
Vice Mayor Message**



As I assumed another term of office as your Vice Mayor, I know greater responsibilities lie ahead to be more aggressive partner in stimulating avenues for local development in the LGUs. Our role is significant to sustain the growth and strength of this local government unit.

Let us forge once again a strong partnership and bring into focus through our hard work and total commitment, our growth, and embark on a culture of excellence and integrity as we continue to pursue excellent performance in our delivery of basic services to our constituencies.

Let us continue to join hands and work hard for the betterment of our people.

HON. BERNARDINO P. CHICHIRITA
Vice Mayor

LGU PROFILE

I. Historical Background and Legal Basis of its Creation

These briefs of the History of Mina were taken from the compilation of records from the national Archive of the Philippines (NAP). This was done for the purpose of launching a book about the history of this town as per records from the said archive. All previous files (until the earlier part of American Colonization) were handwritten in Spanish. Thorough researches were made by Madam Lydia E. Grabato and Ms. Dory Emelo (see footnotes below) and translation into English was done by Madam Maria Luisa Garcia.

It is our desire to provide our future generations of the facts in the establishment of this town based on the official records available at NAP for reference for writing history. Some records were taken from other reliable sources indicated below.

) **Tales of Montogawe**

Prior to 1870, Mina was a then Barrio under the jurisdiction of Pototan, formerly named Barrio Montogawe. The name was coined from the word Montongawe. Monton (masculine noun, colloquial) (large amount)) is a Castilian word meaning mountain, hill, heap or pile and gawe is a vernacular word meaning face of a man. Through word of mouth passed from the native tongue, Montongawe is like a tongue twister for most people hence it became Montogawe instead. This area is actually located on a hill that straddles Suague River. Viewed from a certain distance, people claim the hill resembles a man's face. According to common belief among residents of the area, the hill is enchanted even as far back in early Spanish occupation. During heavy floods, while the rest of the *barrio* was under water, due to the rising water levels, the hill remained unscathed and appeared like it was just floating. Another tale involved is a beautiful woman with a golden goat who would be seen roaming the hill in the still of the night but only during a full moon.

) **Spanish Occupation 1521-1898**

Beforehand the *principales* and residents initiated a movement that Barrio Mantugai will be elevated into a town. On June 20, 1864 the league of leading citizens and the inhabitants officially pleaded to His Excellency the Quartermaster General of the Visayas to elevate this barrio into a new town independent of its matrix of Pototan to be named "Pueblo de Molto". (A Spanish word meaning, much) In the mid-1860's, though no decree yet was issued for its elevation, into town, they already referred Mantugai as Molto.

The reasons why there was a petition to elevate said *barrio* into a *pueblo*, were due to: (1.) great distance between the town and the barrio; (2) during those times, residents of

the said barrio had difficulty travelling to Pototan when they want to hear mass on required days; (3) when some barrio folks fell ill due to pestilence and eventually died without receiving the final sacrament. For a predominantly Catholic barrio, receiving and getting blessed with the sacraments as taught by the church, are important. (4) Another case in point was those women who suffered complications and died during childbirth had no chance of receiving the final sacrament, and (5) their infants often died without being baptized. It was for these reasons, among others, that the leaders sought the approval of His Excellency praying that their request would be granted.

On July 30, 1864 the Parish Priest and the *Principales* of Pototan endorsed to the Political-Military Government of Iloilo the required sketch and lists, etc. informing the need of elevating Barrio Mantugai into a town.

) **Renaming of Town**

In the records of the National Archives of the Philippines (NAP), some documents referred to this barrio as "*Montegai*", "*Montogai*". "*Mantugai*", "*Mantugani*" during that time, when the leading citizens and inhabitants of barrio Mantugai pleaded to His Excellency the Quartermaster General of the Visayas, to elevate this barrio into a new town, to become independent with the matrix of Pototan they proposed that it be named "Pueblo de Molto". From 1860 until 1870, there were so many disputes that had happened in the creation of this town. Arguments as to the other barrios to be included as part of Molto, as well as the boundaries and the "tributos" taxpayers, have become the major contention.

Barrio *Paranginanetmaya* was merged to *Talaracan*, (sometimes written as *Tulurucan*, TalacoranTuluracan or Tularacan) now Tolarucan, to become part of Molto. A dispute between the Municipalities of Pototan and Janiuay over the jurisdiction of *Tularacan* resulted to the delay of elevating this barrio into a town. On January 20, 1868, a decree ordered by then the Gobernador Politico Militar de Visayas, it contains an assignment which was delegated to the Captain of the Polcie Force in this District D.Evaristo Fernandez who will conduct the survey of the boundaries concerned. Upon completion of the survey, the recommendation regarding the boundary between Mantugai and Janiuay was objected by Fr. Miguel Claro of Janiuay Parish, hence the delay occurred for its approval. Bishop of Jaro appointed Don Juan Manzano y Vasques, the lawyer in this Province to form a committee together with the Reverend Parish Priests of Pototan and Janiuay and with the chiefs of the barrio of Mantugai to handle the case filed regarding said objection. The main task of this committee is also to establish the site where the new town of Molto and the barrios which should be the part of it should be situated and indicate as well the land for public buildings.

On July 1, 1870, a decree issued by the Superior Government of General Carlos Ma. De la Torre to establish the demarcation and markings of the new town and name it into "*Pueblo de Mina*" instead of "*Pueblo de Molto*". On October 27, 1870, the Bill was completely legalized in the required form. In this process, all the adjacent villages and barrios were presented by its

respective parish priest, *gobernadorcillos*, and leading citizens- past and present, and none of them expressed the slightest objection and complaint, the superior government approved the said document on the demarcation of the town Mina.

No parish priest yet was assigned at that time because some of the requirements for the creation of a new parish like the construction of the Church, Parish House for the priest, Convent School, Court, *Municipio*, were not fully complied yet. On July 30, 1873, when all these terms and conditions were accomplished, a decree making Mina as a full- pledge parish was issued by General Olivado. The parish was created and the Bishop of Jaro appointed an Augustinian Priest, Father Tiburcio Casbresana, a Spaniard, to become the first parish priest in the new town of Mina. The Parish of Mina was given an official title of "Our Lady of the Pillar".

(In the archive of the National Archives of the Philippines (NAP), a documenter occasionally referred Montogawe as Montegau, Mantugau, or Mantugani. However, there was no definite meaning or translation of those names and no record about its origin. It cannot be ascertained why it was written that way. During that period the documents in (NAP) are handwritten in the Spanish language. The changes are attributed to the handwriting of the documenter and also on how the names were relayed to him during that time).

) Mina during American Colonization (1898-1946) - Law of United States-Philippine Commission - Act No. 719 April 4, 1903

After the defeat in the Philippines by Spain against the Americans, the Americans changed the structure of government in this country. Among others in the Province of Iloilo, the town of Dingle and Mina, together with other neighboring barrios, were placed under the jurisdiction of the Town of Pototan. Mina became an "arrabal" of Pototan, then, considered as the biggest "arrabal" because it has a parish of its own. But the townsfolk of Mina continued to celebrate the feast day of Our Lady of the Pillar.

(Summary) Record from period 1862-1890, *Provincia de Iloilo Y Concepcion* has 38 towns and two cities namely: **Dumangas, Anilao, Banate, Barotac Nuevo, Barotac Viejo, Dueñas, Dingle, Lambunao, Pototan, Janiuay, Mina, Passi, Calinog, Oton, Arevalo, Molo, Jaro City, Pavia, Leganes, Santa Barbara, Cabatuan, Maasin, Iloilo City, Mandurriao, Tigbaun, Guimbal, Miag-ao, Igaras, San Joaquin, Tubungan, Alimodian, San Miguel, Leon, Ajuy, Concepcion, San Dionisio, Sara, Estancia, Balasan, Carles.**

Years later, in the book entitled Monografias de los Pueblos de la Isla de Pan-ay of 1899 by Spanish historian Fray Juan Fernandez, OSA, indicates that there were already 49 municipalities in Iloilo which eventually was reduced to 43 but when the Americans organized the Civil Government of Iloilo on 11 April 1901 there were already 50 municipalities.

These were Ajuy, Alimodian, Anilao, Balasan, Banate, Barotac Nuevo, Barotac Viejo, Batad, Buenavista, Cabatuan, Calinog, Carles, Concepcion, Cordoba, Dingle, Dueñas, Dumangas, Estancia, Guimbal, Igaras, Iloilo, Janiuay, Jaro, La Paz, Lambunao, Leganes, Lemery, Leon,

Lucena, Maasin, Mandurriao, Miagao, Mina, Molo, Navalas, Nagaba, Nueva Valencia, Oton, Passi, Pavia, Pototan, San Dionisio, San Enrique, San Joaquin, San Miguel, Santa Barbara, Sara, Tigbauan, Tubungan and Zarraga.

On 4 April 1903, however, these 50 towns were reduced to 17 with the passage of Act No. 719, the title of which read "AN ACT REDUCING THE FIFTY-ONE MUNICIPALITIES OF THE PROVINCE OF ILOILO TO SEVENTEEN."

While there were only 50 towns in Iloilo then, a comma was placed between "Barotac" and "Viejo" in Section 1, sub-paragraph 14 of the law that made them all 51. Had there been no comma there, then was count would have been only 50.

In effect, some of the smaller and poorer towns became suburbs (arrabal) of larger and richer municipalities. Only Arevalo and Oton were not given arrabals.

The 15 other towns with suburbs were Balasan (Batad, Estancia, and Carles), Banate (Barotac, Viejo and Anilao), Buenavista (Navalas, Nagaba, and Nueva Valencia), Cabatuan (Maasin), Dumangas (Barotac Nuevo), Guimbal (Igaras and Tubungan), Iloilo (La Paz, Mandurriao, Molo, and Jaro), Janiuay (Lambunao), Leon (San Miguel and Alimodian), Miagao (San Joaquin), Passi (Dueñas, San Enrique, and Calinog), Pototan (Mina and Dingle), Santa Barbara (Pavia, Leganes, Zarraga, and Lucena), Sara (Ajuy, Lemery, Concepcion and San Dionisio), and Tigbauan (Cordoba).

A few years later, in the conformity of the America's rule, the Civil Government, The Philippine Commission, the Commonwealth Government, etc , and after undergoing the legal process, towns that were merged as a suburb of "big towns" eventually were allowed to return to its previous 1903 independent status. San Joaquin, for example, became an independent town again in 1910, Maasin in 1916 and Ajuy in 1917. Nagaba separated from Buenavista in 1918 and was renamed Jordan, Igaras separated from Guimbal in 1919, and Concepcion separated from Sara in 1921.

Pavia and Leganes were annexed to Iloilo in 1904. In 1908, Jaro became a municipality again and both Pavia and Leganes became its suburbs. Pavia, for its part, became a full-fledged municipality in 1921. Jaro, which then included Leganes, became a district of Iloilo City in 1937. It was only in 1940 that Leganes became a municipality again.

The other towns that were restored include Tubungan (1938), Anilao (1939), Zarraga (1940), Lucena (1947, the word "New" was prefixed only in 1955), San Enrique (1957), Mina (1969) and Lemery (1984), among others. The town of Cordoba remains a barangay of Tigbauan until today. The same happened to the town of Navalas, still a barangay in Buenavista, Guimaras. The towns of Badiangan (1967), San Rafael (1969) and Bingawan (1970), which were formerly barrios of Janiuay, Barotac Viejo, and Calinog, had also regained their independence respectively.

) **Mina During And After World War II**

During the World War II, the presence of Japanese occupation was also felt within Mina, hence, for three years, the Chapel in Brgy. Abat, Mina became the official parish of Mina, where the feast day of Our Lady of the Pillar was celebrated with a mass each year. Immediately after the liberation the Parish went back to its original location. In 1947, Father Manuel Garin, then Parish Priest, having observed that the economic life of the people in the parish was pitifully difficult, he transferred the celebration to December 30 from October 12. The purpose of the change was to afford the parishioners the chance to have a decent and festive celebration. For two years, the religious activities were celebrated on December 30 after which the feast day was moved back to its original date, October 12 simultaneous with the celebration of Spain where the feast of the Lady of the Pillar was originated.

After the war, Mina remained as an *arrabal* of Pototan. A group of local leaders residing in Mina made a petition to separate Mina, as an independent town from Pototan. On October 1, 1964, then President Diosdado Macapagal signed Executive Order No. 106 creating the Municipality of Mina. Mina's status as a municipality became controversial. A complaint filed by then Senator Emmanuel Pelaez reached the Supreme Court. It had to do with the official acts of President Diosdado Macapagal issuing Executive Order for the creation of the Municipality of Mina, which Senator Pelaez found to be unconstitutional. The creation of a Municipality should be through a Bill passed in Congress. The legality of President Macapagal issuance of Executive Order No. 106 was questioned. In the end, the Supreme Court ruled in favor of the complainant, Senator Pelaez, and ordered Mina to revert back to its status as an *arrabal* of Pototan. Its existence as an again independent Municipality was short-lived, only 14 months, from 1 January 1965 to 18 February 1966.

) *Official* Creation Of The Municipality Of Mina

It was then Congressman Ricardo Y. Ladrado of the Fourth District of the Province of Iloilo, who authored and sponsored House Bill No. 16661 creating the Municipality of Mina in 1968. On 9 September 1968, R.A. No. 5442 was passed, declaring Mina as a municipality of the Province of Iloilo.

R. No. 3442

The passage of this bill, Republic Act No. 5442 dated August 15, 1968, now and effected the Creation of the Municipality of Misá in the Province of Iloilo.

The replica is honorably dedicated to the People of Misá, then and now, whose determined efforts and endeavors have made a reality to all our dreams.

In commemoration of the 25th Anniversary Celebration instituted this 15th January 1994.

Hon. LYDIA E. GARATO
Municipal Mayor

61st Congress
of the
Republic of the Philippines

Began and held in the City of Manila on Monday, the
eight day of July, nineteen hundred and sixty-eight.

Seventh Special Session

(REPUBLIC ACT NO. 5442)

**AN ACT CREATING THE MUNICIPALITY OF MISÁ
IN THE PROVINCE OF ILOILO**

Enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Barrio Aber, Agbocapelo, Aulian, Paliangan, Bangay, Calantangan, Capuloy, Dala, Camangan Misá, Asip-on West, Misá East, Misá West, Masman, Masman, Talibon Bayan, Talibon Bayan, Singay, Tipala, Talanog, Turay and Yugo in the Municipality of Urdaneta, Province of Iloilo, are separated from said Municipality and constituted into a distinct and independent Municipality, to be known as the Municipality of Misá, *more precisely*. The seat of government of the new Municipality shall be in the present site of Barrio Misá.

SEC. 2. The first mayor, vice-mayor and councilors of the new municipality shall be elected in a special election to be held simultaneously with the general elections of nineteen hundred and sixty-nine. Provided, that in said election of the first officials, the corresponding officials of the existing municipality shall perform the election duties prescribed or provided by the Revised Election Code.

SEC. 3. For purpose of coordination and better administration, the present Division West Elementary School Supervising District, will and in the Municipality of Misá, shall be called the Supervising District of Misá and shall exercise jurisdiction over all the schools only within the jurisdiction of the new Municipality of Misá. Provided, that the Municipality of Potolan shall continue to have two supervising districts.

SEC. 4. This Act shall take effect upon its approval.

GIL J. PUYAT
President of the Senate

Finally approved by the Senate on
August 15, 1968

J.B. LAUREL, JR.
Speaker of the House of Representatives

This Act, which originated in the House of Representatives was finally passed by the Senate on August 15, 1968.



FERDINAND E. MARCOS
President of the Philippines

I. General Features

A. Geography:

Mina is 37 kilometers away from Iloilo City, of one travels by road either by passing through the municipality of Pototan or a short cut may across Barangay Agmanaphao and Badiangan, both of the municipality. It can also be reached by passing through the municipality of Janiuay. Mina is an hour travel or more from Iloilo City by PUJ.

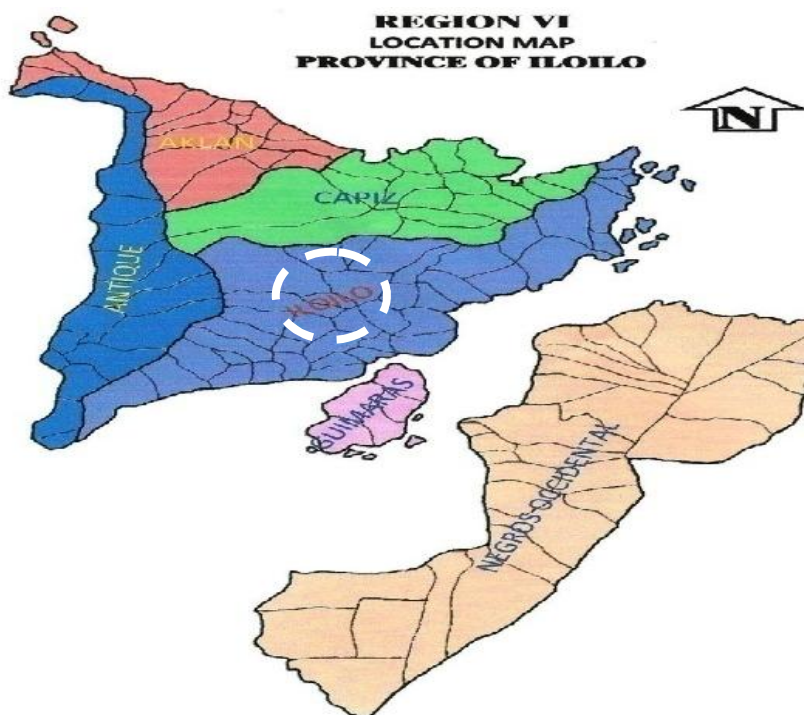


Figure 1. Location Map – Province of Iloilo

- Access and Road Networks

Road Networks:

National Roads	-	9.852 kms
Provincial Roads	-	11.565 kms
Municipal Roads	-	3.185 kms
Barangay Roads	-	84.183 kms

Mina can be located approximately at 122 35' longitude and 11 5'. It is bounded by 5 Municipalities – Pototan in the East, Janiuay in the West, Badiangan in North, New Lucena in the south and Cabatuan in the southwest. It is practically located in the central part of Iloilo province.

Mina, a fifth class municipality in the Province of Iloilo has a total land area of 4,340 hectares, of which, 130.93 hectares are urban and 4,209.09 hectares are rural.

LOCATION MAP



B. Political Subdivision

The municipality is composed of 22 barangays wherein two (2) barangays namely, Mina East and Mina West are located in the Poblacion with 20 rural barangays.

Table 1. NAME OF BARANGAY, DISTANCE, AREA IN HAS.
AND NAME OF PUNONG BARANGAYS
2013

BARANGAY	AREA (Has.)	DISTANCE From POBLACION	BARANGAY CAPTAIN
A. URBAN			
1. Mina East	100.5942	-	Roger P. Cordero
2. Mina West	30.3433	-	Rene Abillera
B. RURAL			
3. Abat	200.6268	3 kms.	Felix Alfaras
4. Agmanaphao	422.9784	3 kms.	Ciriaco L. Perocho
5. Amiroy	506.4051	1 km.	Gloria T. Alegado
6. Badiangan	539.2654	3 kms.	Marissa AlabaDo
7. Bangac	128.4701	1 km.	Gemma P. Perdosa
8. Cabalabaguan	225.2673	1 km.	Marlene Pelaez
9. Capul-an	163.0339	4 kms.	Nelson Gil
10. Dala	146.6137	2 kms.	Marites P. Gerola
11. Guibuangan	33.6079	4 kms.	Rolando P. Marquez
12. Janipa-an East	289.3227	4 kms.	Ceferino Tono
13. Janipa-an West	268.8109	2.5 kms.	Almar Tabares
14. Nasirum	100.5722	5 kms.	Jovic Patosa
15. Naumuan	124.3696	3 kms.	Arnold C. Nanit
16. Singay	59.7538	1.5 kms.	Benjamin D. Salanio
17. Talibong Grande	134.8868	2 kms.	Rogelio Pastolero
18. Talibong Pequeño	145.2741	3.5 kms.	Antonio Peremne, Sr.
19. Tipolo	104.1961	3 kms.	Jornel Adorio
20. Tolarucan	291.1995	1 km.	Alex B. Acana
21. Tumay	147.0541	2 kms.	Romulo Cartera
22. Yugot	177.3541	5 kms.	Roldan P. Besagre

C) Land Use

Basically Mina is an agricultural town with an area of 4,340 hectares. A total of 3, 244 hectares or 74.75% of its land area are devoted to agriculture (Table 2). Rice farming is the main source of income of the populace which occupies about 2,492 hectares of land both irrigated and rain fed. Residential areas consist only of 911.79 hectares while commercial and industrial has 2.85 hectares and 4.04 hectares, respectively.

Table 2. EXISTING LAND USE CLASSIFICATION 2013

	AREA (HECTARE)	
Agricultural		3,244.00 has
Rice land	2,492.00 has	
Irrigated	1,755.00 has	
Rain fed	737.00 has	
Commercial Crops	692.00 has	
Sugarcane	441.00 has	
Coconut	15.00 has	
Mango	43.00 has	
Banana	23.00 has	
Bamboo	120.00 has	
Others	50.00 has	
Non-Agricultural		1,096.18 has
Residential	911.79 has	
Commercial	2.85 has	
Industrial	4.04 has	
Institutional	19.38 has	
Parks/Open Space	5.92 has	
Forest and Swamp	None	
Infra/Utilities	108.83 has	
Dumpsite	1.00 has	
Open Grassland	17.12 has	
Bodies of Water (River/Creeks)	25.25 has	
TOTAL		4,340.00 has

D) Geological Characteristics

- Topography

The municipality of Mina is generally plain with the exception of some barangays, like Abat, Naumuan, Tipolo, Yugot, Nasirum, Janipa-an West and Capul-an. Land elevation, however, in said areas are not significantly high. It is estimated at about 10 to 20 feet above sea level. The hilly portion and the rolling parts of the land are abounding with trees and bamboos. Crops grown in these areas are mostly sugar cane, coconut, coffee, banana and fruit trees.

- Slope

Mina has a total land area of 4,340 hectares, of which 31.71 sq kms. belong to slope grouping category A (0-8%), 10.68 sq. kms. belong to slope grouping category B (9-15%), and 1.01 sq. kms. belong to slope grouping category C (16-18%) as shown in T able 3.

Table 6. SLOPE GROUPING CATEGORY

Slope Classification	Land Area (sq. kms)	% TOTAL Land Area	Slope Grouping Category
A	31.71	73.06	0-8%
B	10.68	24.61	9-15%
C	1.01	2.33	16-18%

- Type of Soil

There are four types of soil that can be found in the Municipality of Mina. There are Sta. Rita Clay, Alimodian Clay Loam, Umingan Fine Sandy Loam and Alimodian Silt. Of these four types of soil, Sta Rita Clay is the most dominant. It covers approximately 3,130 hectares or 72.14% of the total land area. The most suitable crop planted to this type of soil is rice, and is common in the barangay Yugot, Tipolo, Talibong Grande, Guibuangan, Tumay, Cabalabaguan, Tolarucan, Poblacion, Dala, Amiroy, Singay, Badiangan, Janipa-an East, and Agmanaphao. Another type of soil prevalent in this municipality is the Alimodian Clay Loam which occupies an area of 160.15 hectares or 3.69% of the total land area. This type of soil is most common in areas along river banks. Alimodians Silt comprises of 73.78 hectares or 1.07% of the total land area can be found at the Southern portion of Jani-pan East.

- Climate

Mina, like all others municipalities in the province, has two pronounced seasons - the wet and dry. Rains usually fall from the months of June to November, while the months of December to June rains seldom fall. Based on the PAG-ASA reports, this municipality is out of the typhoon belt, but at times typhoon may cross over in the nearest areas.

A) Demography

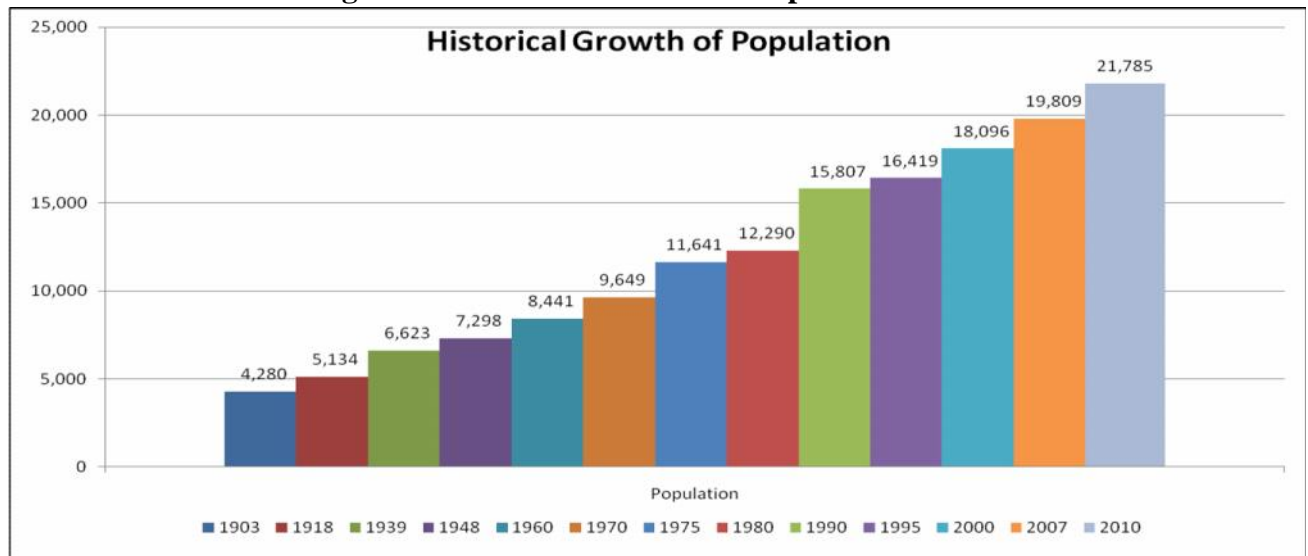
1.1 POPULATION LEVELS AND GROWTH PATTERN

As of 2010, Mina has a population of 21,785. Its average annual growth rate in 2007-2010 is 3.22%, which is fast, compared to its sluggish growth rate of less than 2% in the last 10 years. Table 1.1 shows that Mina has a population of 4,280 in 1903. This rose to 5,134 in 1918; 6,623 in 1939; 7,298 in 1948; 8,441 in 1960; 9,649 in 1970; 11,641 in 1975; 12,290 in 1980; 15,807 in 1990; 16,419 in 1995; 18,096 in 2000; 19,809 in 2007 and 21,785 in 2010. It is observed that the annual growth rate (AGR) is consistently increasing every census year ranging from 0.76% as the lowest to 3.82 % as the highest. The highest AGR as shown in this table are within the 1970 and 1975 census years while the lowest AGR occurred are within the 1990 and 1995. This indicates that the increase or decrease on AGR is the result of the in or out-migration of some of the population from and to other towns as shown in the graph in Figure 1.

Table 1.1. Historical Growth of Population, Mina, Iloilo

Year	Population	Increase or Decrease	Average Annual Growth Rate
1903	4,280		
1918	5,134	854	1.22
1939	6,623	1,498	1.22
1948	7,298	675	1.08
1960	8,441	1,143	1.22
1970	9,649	1,208	1.35
1975	11,641	1,992	3.82
1980	12,290	649	1.09
1990	15,807	3,517	2.55
1995	16,419	612	0.76
2000	18,096	1,677	1.96
2007	19,809	1,713	1.30
2010	21,785	1,976	3.22

Figure 1.1 Historical Growth of Population



B) Urban-Rural Population

Table 1.9 shows the projected population of the barangays that comprises in the municipality for the next 10 years (2016 up to 2025). In the table it was reflected that the municipality will be having 28,775 as population in 2025. The urban area will be having a population of 3,632 and 25,143 in the rural area in 2025. The projection was computed based on the computation on the HLURB Guidebook volume 2 having the 2010 as the base year.

Table 1.9. Population Projection by Barangay, Year 2016-2025

Barangay	2010	Participation Rate (PR)	Population									
			2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
TOTAL	21,785	1.00	24350	24806	25271	25744	26226	26717	27217	27727	28246	28775
Urban												
Mina East	1362	0.063	1522	1551	1580	1610	1640	1670	1702	1734	1767	1799
Mina West	1388	0.064	1551	1580	1610	1640	1671	1702	1734	1767	1800	1833
Sub-Total	2,750	0.127	3073	3131	3190	3250	3311	3372	3436	3501	3567	3632
Rural												
Abat	799	0.037	893	910	927	944	962	980	998	1017	1036	1055
Agmanaphao	1412	0.065	1578	1608	1638	1669	1700	1732	1764	1797	1831	1865
Amiroy	1621	0.074	1812	1846	1880	1916	1951	1988	2025	2063	2102	2141
Badiangan	1764	0.081	1972	2009	2046	2085	2124	2163	2204	2245	2287	2330
Bangac	1295	0.059	1447	1475	1502	1530	1559	1588	1618	1648	1679	1711
Cabalabaguan	1883	0.086	2105	2144	2184	2225	2267	2309	2353	2397	2441	2487
Capul-an	591	0.027	661	673	686	698	711	725	738	752	766	781
Dala	988	0.045	1104	1125	1146	1168	1189	1212	1234	1257	1281	1305
Guibuangan	277	0.013	310	315	321	327	333	340	346	353	359	366
Janipa-an East	1207	0.055	1349	1374	1400	1426	1453	1480	1508	1536	1565	1594
Janipa-an West	775	0.036	866	882	899	916	933	950	968	986	1005	1024
Nasirum	276	0.013	308	314	320	326	332	338	345	351	358	365
Naumuan	393	0.018	439	448	456	464	473	482	491	500	510	519
Singay	624	0.029	697	711	724	737	751	765	780	794	809	824
Talibong Grande	603	0.028	674	687	699	713	726	740	753	767	782	796
Talibong Pequeño	475	0.022	531	541	551	561	572	583	593	605	616	627
Tipolo	625	0.029	699	712	725	739	752	767	781	795	810	826
Tolarucan	1707	0.078	1908	1944	1980	2017	2055	2093	2133	2173	2213	2255
Tumay	1046	0.048	1169	1191	1213	1236	1259	1283	1307	1331	1356	1382
Yugot	674	0.031	753	767	782	796	811	827	842	858	874	890
Sub-Total	19,035	0.873	21277	21675	22081	22494	22915	23345	23781	24226	24679	25143

C) Age-Sex Population Distribution

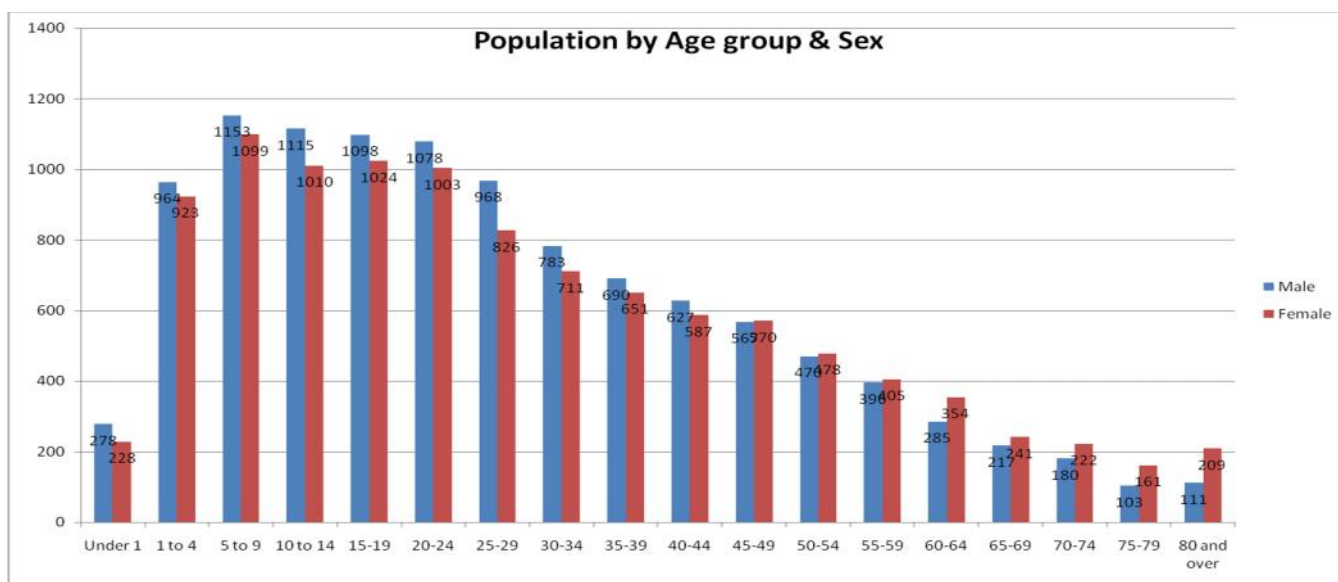
- **Population by Age Group and Sex**

The table below shows that in 2010 Census of Population and Housing, population aging 5-9 years old has the greatest contribution which comprises 10.34 % of the total population. This was followed by 10-14 years – 9.75% and 15-19 years – 9.74 % and those aging from 75-79 years got the lowest percentage of 1.21%.

Table 1.3. Population Distribution by Age Group and Sex, Year 2010

Age Group	Censal Year 2010		
	Male	Female	Total
Under 1	278	228	506
1-4	964	923	1887
5-9	1153	1099	2252
10-14	1115	1010	2125
15-19	1098	1024	2122
20-24	1078	1003	2081
25-29	968	826	1794
30-34	783	711	1494
35-39	690	651	1341
40-44	627	587	1214
45-49	567	570	1137
50-54	470	478	948
55-59	396	405	801
60-64	285	354	639
65-69	217	241	458
70-74	180	222	402
75-79	103	161	264
80 and over	111	209	320
Total	11083	10702	21785

Source: Philippine Statistics Authority/ National Statistics Office/ Municipal Record



- **Population by School Age, Working Age, Dependent Age**

The Table 1.2 demonstrates the composition of the population of the municipality. It reflects that the municipality has the total of 15,880 potential labor force consisting individuals aging 15 years old and over. It is also showed in the table that there is a total of 8,214 individuals comprise the dependent population of the municipality. The 6770 persons belong to the young dependents and 1444 were the old dependents. It also shows that 8.55 % of the population is pre-schoolers, 11.82% are elementary, 11.97 are secondary and 7.73% are in tertiary.

Table 1.2. Population Composition by School-Age, Working-Age, Dependent Age Group and Sex, Year 2010

Age Group	All Ages	Percentage
Total Population	21,785	-
School going Population		
Pre-School (3-6)	1862	8.55
Elementary (7-12)	2576	11.82
Secondary (13-18)	2608	11.97
Tertiary (19-22)	1685	7.73
Working-Age		
Labor Force (15 and over)	15,880	72.89
Dependent Population		
Young (0-14)	6770	31.08
Old (65-over)	1444	6.63

Source: NSO, 2010

D) Labor Force

The municipality of Mina has a potential labor force of 15,880 persons which comprises the 69.90% of the total population of the municipality as shown in Table 1.18. It includes the population aging 15 years old and over. Out of these, 11,101 is in the labor force wherein 6,844 are males and 4,257 are females. The Table also reflects that a total of 7,944 or 50.02% of the labor force were employed and the remaining 3,157 were unemployed. The total of 4,779 both male and female or 30.10% of the potential labor force population were not in the labor force.

Table 1.18. Labor Force Population by Sex and Employment Status, Year 2011

	Population 15 Years and Over	Labor Force Participation	Labor Force				Not in the Labor Force	
			Employed	%	Unemployed	%	No.	%
Male	7955	43.10	5052	31.81	1792	11.29	1111	7.00
Female	7925	26.80	2892	18.21	1365	8.59	3668	23.10
Total	15880	69.90	7944	50.02	3157	19.88	4779	30.10

Source: Municipal Ecological Profile 2014

E) Households

The Table 1.7 confirms the projected population and households of the municipality for 2016 up to 2025. The population projection of the municipality is around 24,350 in 2016; 24,806 in 2017; 25,271 in 2018; 25,744 in 2019 and so on as it reaches 28,775 in 2025. The projected number of households of the municipality was 5092 in 2016; 5187 in 2017; 5284 in 2018 up to 6015 in 2025. The household projection was computed using the 1.87 annual growth rate of the municipality from 2000 up to 2010 censal years.

Table 1.7. Projected Population and Households, Year 2016-2025

Year	Population	Households
Base Year 2010	21,785	4557
2016	24,350	5092
2017	24,806	5187
2018	25,271	5284
2019	25,744	5383
2020	26,226	5484
2021	26,717	5587
2022	27,217	5691
2023	27,727	5797
2024	28,246	5905
2025	28,775	6015

Source: MPDO, Mina Population Commission

Household Population and Average Household Size

The municipality has 22 barangays all in all having two (2) as classified urban barangays and the remaining 20 as rural barangays. Based on the 2010 census, 12.62% of the population resides in the urban area having 555 households in an area which comprises the 4.95 average household sizes as shown in Table 1.8. The remaining 87.38% of the population with a total of 4002 households resides in the rural area having 4.76 average household sizes. Out of the 22 barangays, Talibong Grande has the highest average household size of 5.20 and Tumay with the average household size of 4.45 has the least size is reflected in the same table.

Table 1.8. Household Population By Urban and Rural Barangay and Average Household size, Year 2010

Barangay	Population	Number of Household	Average Household Size
Urban			
Mina East	1362	266	5.12
Mina West	1388	289	4.80
Total Urban Population	2,750	555	4.95
Rural			
Abat	799	176	4.54
Agmanaphao	1412	297	4.75
Amiroy	1621	336	4.82
Badiangan	1764	369	4.78
Bangac	1295	253	5.12
Cabalabaguan	1883	417	4.52
Capul-an	591	124	4.77
Dala	988	214	4.62
Guibuangan	277	62	4.47
Janipa-an East	1207	243	4.97
Janipa-an West	775	157	4.94
Nasirum	276	59	4.68
Naumuan	393	85	4.62
Singay	624	126	4.95
Talibong Grande	603	116	5.20
Talibong Pequeño	475	95	5.00
Tipolo	625	127	4.92
Tolarucan	1707	365	4.68
Tumay	1046	235	4.45
Yugot	674	146	4.62
Total Rural Population	19,035	4002	4.76
Total Municipality	21,785	4557	4.78

Source: NSO

F) Population Density

Referring to Table 1.5, Mina has a gross density of 5.02 or 5 population/ hectare as of 2010. The same table also shows that urban barangays- Mina East and Mina West, has the highest population density of 45.74 or 46 population/hectare and 13.54 or 14 population/hectare respectively. While in the rural barangays, Singay has the highest population density having 10.44 or 10 population/ hectare and the lowest population density was in Nasirum having 2.74 or 3 Population/hectare only. This indicates that Singay is the most densely populated barangay in the rural areas while Nasirum is sparsely populated in terms of gross population per barangay.

Table 1.5. Population Density, Mina, Iloilo

Barangay	Area (Ha.)	Municipality	
		Population, 2010	Population Density (persons per hectare)
Urban			
1.Mina East	100.5942	1,362	13.54
2.Mina West	30.3433	1,388	45.74
Urban Density	130.9375	2,750	21.00
Rural			
1.Abat	200.6268	799	3.98
2.Agmanaphao	422.9784	1,412	3.34
3.Amiroy	506.4051	1,621	3.20
4.Badiangan	539.2654	1,764	3.27
5.Bangac	128.4701	1,295	10.08
6.Cabalabaguan	225.2673	1,883	8.36
7.Capul-an	163.0339	591	3.63
8.Dala	146.6137	988	6.74
9. Guibuangan	33.6079	277	8.24
10.Janipa-an East	289.3227	1,207	4.17
11.Janipaan-West	268.8109	775	2.88
12.Nasirum	100.5722	276	2.74
13.Naumuan	124.3696	393	3.16
14.Singay	59.7538	624	10.44
15.Talibong Grande	134.8868	603	4.47
16.Talibong Pequeño	145.2741	475	3.27
17.Tipolo	104.1961	625	6.00
18.Tolarucan	291.1995	1,707	5.86
19.Tumay	147.0541	1,046	7.11
20.Yugot	177.3541	674	3.80
Rural Density	4,209.0625	19,035	4.52
Total Population Density	4,340,0000	21,785	5.02

URBANIZATION LEVEL

Mina is considered a rural municipality in which out of the 22 barangays, 20 are rural barangays and only 2 are urban barangays. The table below shows that in 1980, 12.74% of the 12,290 municipality's populations were residing in the urban barangays. This rose to 13.58% in 1990; 13.58% in 2000 and 12.38 % in 2007. The decrease in 2007 urbanization level maybe attributed to the out-migration of urban population to rural barangays. And in 2010, it gradually increased to 12.62%.

Table 1.4. Urbanization Levels for the Past 40 Years

Year	Barangay Population			Urbanization Level (%)
	Urban	Rural	Total	
1970	1,218	8,431	9,649	12.62
1975	1,469	10,172	11,641	12.62
1980	1,566	10,724	12,290	12.74
1990	2,147	13,661	15,808	13.58
1995	2,229	14,190	16,419	13.58
2000	2,516	15,580	18,096	13.90
2007	2,453	17,356	19,809	12.38
2010	2,750	19,035	21,785	12.62

Source: NSO

G) Dialect Spoken

POPULATION BY MOTHER TONGUE

The Hiligaynon Ilonggo dialect is spoken by 99.14% of the population of the municipality based on the 2010 Census of Population and Housing. Some speak other dialects like Cebuano, Tagalog, Ilocano and Bicol as shown in Table 1.13. A sprinkling of other dialects like Ati, Badjao, Masbateño, Capizeño and others may be heard spoken by few. This shows that immigration is one aspect of our population growth.

Table 1.13. Population by Mother Tongue, Year 2010

Mother Tongue	Population	% of Total Population
Hiligaynon Ilonggo	21,597	99.14
Cebuano	42	0.19
Tagalog	35	0.160
Ilocano	16	0.073
Bicol/ Bicol	14	0.064
Ati	9	0.040
Badjao	8	0.037
Masbateño / Masbatenon	8	0.037
Capizeño	7	0.032
Waray	7	0.032
Akeanon	6	0.027
Ibatan	5	0.023
Other Foreign Ethnicity	5	0.023
Aromanen –Manobo	3	0.014
Hanunuo	3	0.014
Karay-a	3	0.014
Boholano	2	0.009
Gubatnon	2	0.009
Ibaloi /Ibaloy	2	0.009
Ifugao	2	0.009
American / English	2	0.009
Agta-Cimaron	1	0.005
Bisaya/ Binisaya	1	0.005
Davao-Chavacano	1	0.005
Maranao	1	0.005
Palawan/ Palawan-o	1	0.005
Romblomanon	1	0.005
Tau-buid	1	0.005
TOTAL	21,785	100.00

Source: NSO, 2010

H) ECONOMIC PROFILE

The local economy consists of three sectors namely, the primary, secondary and tertiary sectors. The primary (agriculture) sector encompasses the production and processing of raw materials into primary goods in the form of food products, metals, and paper, among others. The economic activities categorized under this sector are crop and fish production, poultry production and animal-raising, mining and quarrying as well as forestry activities. The secondary (industry) sector involves the manufacture of finished goods and processing of raw materials by the industries for the primary sector. It covers activities such as printing and publication, generation of power, development of waterworks system and construction. The tertiary (services) sector includes activities that facilitate the delivery of services such as wholesale and retail trade, transportation, storage and communication, community services and tourism. The analysis of the local economy highlights the more salient characteristics of the local economic sector that can bear upon or influence the future land use pattern of the municipality of Mina.

*** SECTORS OF THE LOCAL ECONOMY**

A. AGRICULTURE SECTOR

The Municipality also developed a computerized management information system called the Mina Municipal Agricultural Information System (Mina MAIS). It is a computer-based decision-making tool that contains up-to-date inventory on all home-grown agricultural communities such as rice, high value crops, poultry and livestock. It contains information on the demand of a specific agricultural commodity as well as the production data from the farmers in the Municipality.

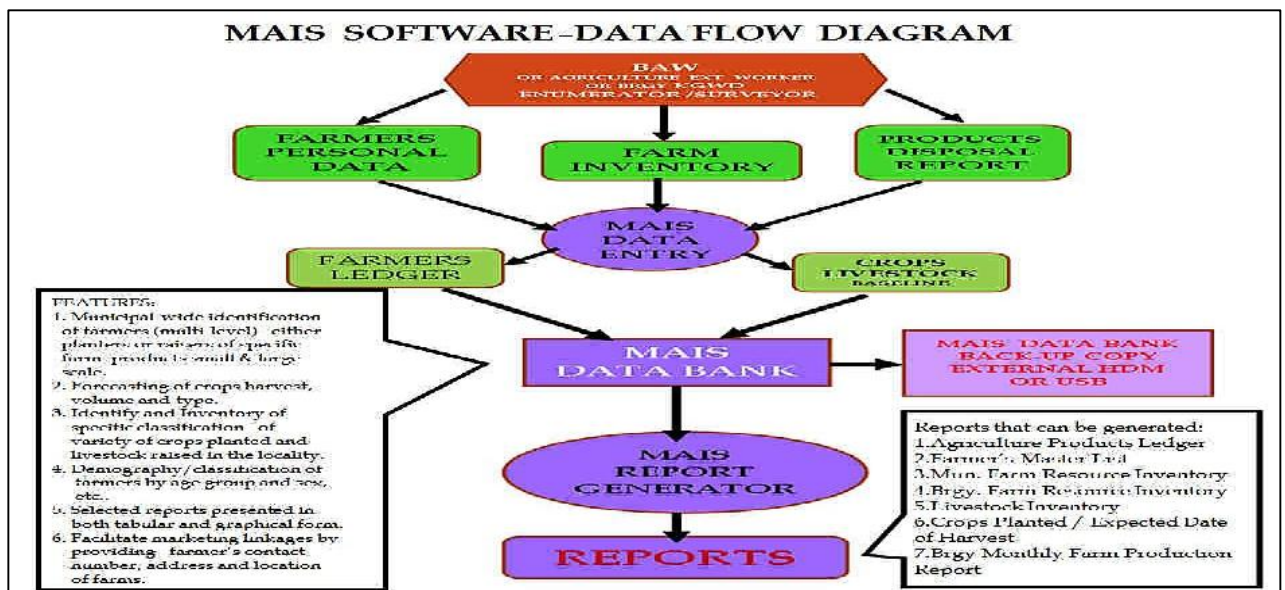
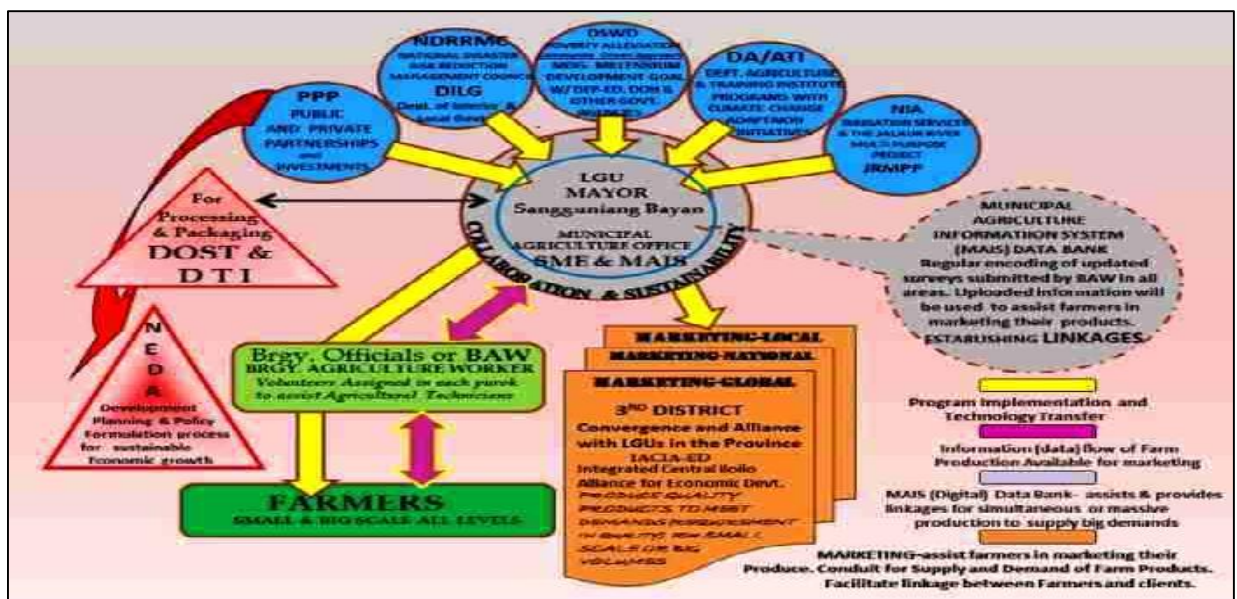


Figure 6. 1. MAIS Software-Data Flow Diagram
 Source: Municipality of Mina PowerPoint Presentation (June 2014)

The Municipality, through its leadership, has indicated strong linkages with officials from both the national and the local government levels. For instance, its meager financial resources have been augmented through the help of national government elected officials. The Municipality was able to secure financial assistance from then Representative Arthur D. Defensor Sr. (now the Governor of Iloilo) to renovate the vacated site of the Mina National High School to serve as a training venue for welding courses. This training venue has been provided with appropriate equipment manned by accredited trainers from TESDA-Region VI.

The local government likewise has strong relations with its counterpart local government units in the Province of Iloilo. It serves as a field/site visit destination for best practices especially in terms of the use of management information systems in local governance. The Municipality is also among the pioneers of the Integrated Central Iloilo Alliance for Economic Development (ICIA-ED) composed of the municipalities of Cabatuan, Maasin, Mina, Pototan, Badiangan, Bingawan, Lambunao, Janiuay, and Calino. The ICIA-ED aims to poster collaboration between and among the nine LGUs in the 3rd district of the Province of Iloilo towards economic development. The Municipality's former Mayor, Lydia E. Grabato, was the prime mover of this collaboration in 2011 and became the founding Vice President of the ICIA-ED. The collaboration envisions the 3rd District of Iloilo as the trade and economic investment hub of the Province.

The Municipal Agriculture Information System (MAIS), which was developed by the Municipality of Mina, is now being adopted as a computer-based information system linking all the local government units in the ICIA-ED and providing agricultural data in terms of needs and demands of the market as well as real-time production inventory of agricultural commodity in the 3rd District.



RICE PRODUCTION

In 2014, the total area devoted to rice production in the municipality of Mina totaled 2,581 hectares. Of these, 1,832 hectares are irrigated and are located in all barangays. The remaining 749 hectares are rain-fed and located in only 13 barangays. There are large areas planted to rice in barangays Badiangan, Agmanaphao, and Amiroy. Cropping intensity in irrigated farms is 2.3 croppings per year, while in rain-fed farms, 1.9 croppings per year. Average production in irrigated rice farms is 4.67 MT/ha, and for rain-fed farms, 4.37 MT/ha

Table4.1.1. Area Planted to Irrigated Rice and Production, Mina, Iloilo, 2014

Barangay	Area Devoted to Rice (ha)	Actual Area Planted to Rice (ha)	Total Production (MT)
Abat	4.20	9.83	46
Agmanaphao	286.49	670.30	3,130
Amiroy	254.97	596.56	2,786
Badiangan	379.10	886.98	4,142
Bangac	6.60	15.44	72
Cabalabaguan	128.90	301.59	1,408
Capul-an	14.00	32.76	153
Dala	139.80	327.09	1,528
Guibuangan	1.00	2.34	11
Janipa-an East	103.63	242.46	1,132
Janipa-an West	39.40	92.18	431
Mina East	84.79	198.38	926
Mina West	18.60	43.52	203
Nsirum	4.80	11.23	52
Singay	52.60	123.07	575
Talibong Grande	8.30	19.42	91
Talibong Pequeño	7.60	17.78	83
Tipolo	16.65	38.96	182
Tolarucan	175.20	409.92	1,914
Tumay	95.50	223.44	1,043
Yugot	10.15	23.75	111
All Barangays	1,832.28	4287.00	20,020

Source: Mina MAO, 2015

Table 4.1.2. Area Planted to Rain-fed Rice and Production, Mina, Iloilo, 2014

Barangay	Area Devoted to Rice (ha)	Actual Area Planted to Rice (ha)	Total Production (MT)
Abat	62.85	119.58	523
Amiroy	43.04	81.89	358
Bangac	31.54	60.01	262
Capul-an	46.30	88.09	385
Guibuangan	14.30	27.21	119
Janipa-an East	135.00	256.86	1,122
Janipa-an West	115.70	220.13	962
Nasirum	28.00	53.27	233
Naumuan	54.10	102.93	450
Talibong Grande	52.80	100.46	439
Talibong Pequeño	52.60	100.08	437
Tipolo	25.48	48.48	212
Yugot	87.20	165.91	725
All Barangays	748.91	1,424.90	6,227

Source: Mina MAO, 2015

COMPARATIVE AGRICULTURAL CROP AREAS AND PRODUCTION

The production of rice increases by 8.75 % in 2015 from 2014. There is an increase by 9.28 % in the harvested area of rice in 2015, 1.64 % in corn and 3.26 in the coconut. The harvested area in 2014 and 2015 of banana remained as it is. The municipality has 114.3 metric tons of corn production with an increase of 25.47% from 2014 production. There is an increase of 4.66% of volume of production in banana and 18.01 % in coconut production of the municipality in 2015. The comparison of the production is best represented in the Table EC-3.

Table 4.1.3. Comparative Agricultural Crop Areas and Production, Year 2014 and 2015

Major Crops	Harvested Area (ha), annual			Volume of Production (MT)		
	2014	2015	% Increase/decrease	2014	2015	% Increase/decrease
Rice	5711.90	6241.76	9.28	27,020.54	29,385.33	8.75
Corn	48.9	49.7	1.64	91.1	114.3	25.47
Banana	109	109	-	43.6	45.93	4.66
Coconut	44.5	45.95	3.26	1246	1470.40	18.01

Source: Mina MAO, 2015

LIVESTOCK AND POULTRY PRODUCTION

In 2014, the animal population in the municipality of Mina mainly consists of chicken (25,334), duck (9,381), and turkey (342). Livestock population includes swine (2,351), carabao (384), cattle (369), and goat (619). In 2015, there are 22 commercial farms that are generally into livestock and poultry production.

Table 4.1.4. Livestock and Poultry Population, Mina, Iloilo, 2014

Livestock and Poultry	Number of Heads
Carabao	384
Cattle	369
Swine	2,351
Goat	619
Chicken	25,334
Horse	2
Duck (Muscovy)	7,220
Duck (Mallard)	2,161
Turkey	342
Geese	124
Rabbit	15

Source: Mina MAO, 2015

ANIMALS RAISED BY HOUSEHOLDS

Some 2,927 households (64% of the total) in the municipality of Mina raise chicken. Some 1,086 households (24%) are raising ducks, while 828 (18%) are into swine production. In addition, some 296 households are tending goats. Other animals raised include carabao, cattle, and geese.

Table 4.1.5. Number of Households* by Animals Raised, Mina, Iloilo, 2011

Animal	No. of Households	No. of Farm Animals
<i>Farm Animals</i>		
Chicken	2,927	18,370
Ducks	1,086	11,685
Swine	828	1,662
Goat	296	863
Carabaos	254	275
Geese	69	339
Cattle	145	333
<i>Domestic Animals</i>		
Dogs	2,598	4,407
Cats	223	382
Birds	23	98

*With multiple responses

Source: Iloilo Population Office, 2011

FARM OWNERSHIP STATUS

Of the 1,353 (rice) farming households, 528 (39%) are owner-cultivators, 480 (35%) are leaseholders or renters, 231 (17%) are share croppers, and 114 (8%) are amortizing owners or holders of Certificates of Land Transfer (CLTs) under the agrarian reform program under Presidential Decree No. 27 (P.D. 27).

Table 4.1.6. Number of Households by Farm Ownership Status, Mina, Iloilo, 2011

Farm Ownership Status	Number of Households	Percent of Total
Owned	528	39
Leased/Rented	480	35
Shareholder	231	17
Amortizing Owner (CLT)	114	8
All Farm Ownership Status	1353	100

Source: Iloilo Population Office, 2011

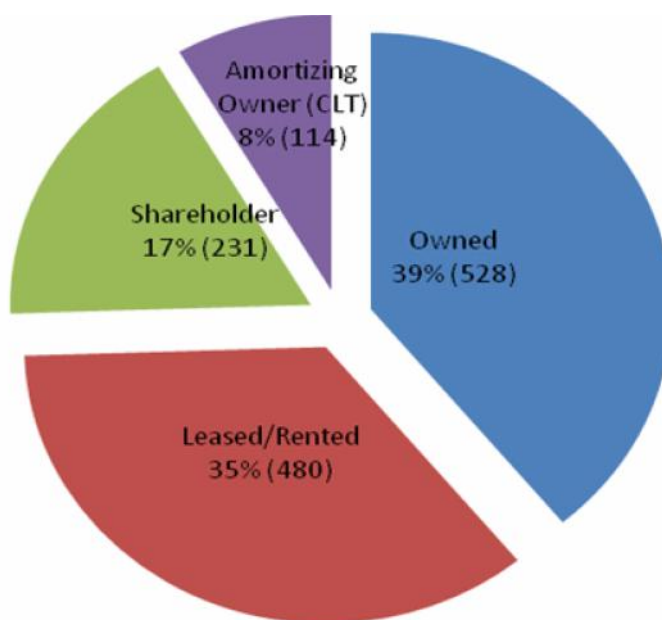


Figure 4. 1. Number of Households by Farm Ownership Status, Mina, Iloilo, 2011

FARM MACHINERIES AND EQUIPMENT

A total of 262 or 19% of the 500 farming households own machineries and equipment own a hand tractor, while 161 or 12% have threshers. Other machineries and equipment owned by the farming households include power tiller (21), blower (21), tractor (20), solar dryer (6), and other equipment (3).

Table 4.1.7. Ownership of Farm Machineries and Equipment*, Mina, Iloilo, 2011

Farm Machineries and Equipment	Number of Farming Households (N=1,353)	Percentage of Total Farming Households
Hand Tractor	262	19.4
Thresher	161	11.9
Power Tiller	27	2.0
Blower	21	1.6
Tractor	20	1.5
Solar Dryer	6	0.4
Others: Plough, Shovel, etc.	3	0.2

*With multiple responses

Source: Iloilo Population Office, 2011

SUPPORT TO AGRICULTURE

There are 22 multi-purpose drying pavements (MPDPs) located in all barangays of the municipality of Mina. Other support to agriculture includes mechanical flat dryers, warehouse, market center, rice mill, and muscovado mill.

Table 4.1.8. Support to Agriculture, Mina, Iloilo, 2015

Support to Agriculture	Location (Barangay)	Number	Remarks (whether Operational, Needs repair, etc.)
Rice Mill	Tolarucan	1	Operational
Muscovado Mill	Talibong Pequeño	1	Operational
Multi-purpose Drying Pavement (MPDP)	All Barangays	22	
Market Center	Cabalabaguan		Operational
Warehouse	Tolarucan	2	Good condition
Mechanical Flat-bed Dryers	Amiroy, Tolarucan, Mina East, Talibong Pequeño	4	Operational

Source: Mina MAO, 2015

AGRARIAN REFORM

A total of 792 hectares of agricultural lands are under the Comprehensive Agrarian Reform Program (CARP). Of these, 636 hectares have already been acquired and distributed under the program. The remaining 155 hectares are still be covered by CARP. There are no agrarian reform communities (ARCs) in the municipality.

Table 4.1.9. Areas under CARP, Mina, Iloilo, 2015

Areas under CARP	Location	Area (has.)	No. of Farmer-Beneficiaries
1. Covered by CARP			
	Abat	7.07	5
	Agmanaphao	69.15	30
	Amiroy	76.27	34
	Badiangan	140.66	45
	Bangac	20.58	13
	Cabalabaguan	36.27	-
	Capul-an	6.34	4
	Dala	26.13	14
	Janipa-an East	35.45	20
	Janipa-an West	47.90	36
	Mina East	27.65	15
	Singay	7.59	5
	Talibong Grande	40.09	14
	Talibong Pequeño	11.95	8
	Tipolo	21.63	10
	Tolarucan	29.08	13
	Tumay	26.31	18
	Yugot	6.27	6
	<i>Sub-Total</i>	636.40	
2. CARPable Lands			
	Abat	4.74	1
	Agmanaphao	24.86	7
	Amiroy	13.87	9
	Badiangan	17.20	19
	Bangac	0.29	2
	Capul-an	1.39	1
	Dala	10.34	5
	Janipa-an East	16.13	10
	Janipa-an West	7.57	8
	Mina East	0.82	1
	Mina West	2.22	1
	Naumuan	2.22	1
	Talibong Grande	31.86	14
	Talibong Pequeño	5.00	2
	Tipolo	8.76	5
	Tolarucan	4.75	2
	Yugot	3.47	1
	<i>Sub-Total</i>	155.48	
All Lands		791.88	379

Table 4.1.10. CARP Implementation Status in the Municipality of Mina, 2015

Program Type	Scope		Accomplishment		Balance	
	Area	FBs	Area	FBs	Area	FBs
Land Tenure Improvement Land Acquisition & Distribution						
Operation Land Transfer (OLT)	521.2319	347	472.9027	315	48.3292	32
Voluntary Offer to Sell (VOS)	32.4945	21	25.3352	16	7.1593	5
Compulsory Acquisition (CA)	125.5044	83	25.1692	17	100.3352	66
Voluntary Land Transfer (VLT)	118.4655	78	58.6120	39	59.8535	39
Government Foreclosed Institution (GFI)	0.2056	1	0.2056	1		
Total	797.9019	530	582.2247	388	215.6772	142
Non-Land Acquisition & Distribution (LAD)						
Leasehold Operation			91.0392	55		
Total	797.9019	530	673.2629	443	215.6772	142

Source: DARMO Mina

PRODUCTION FORESTS

The municipality of Mina has a total of 11.82 hectares of land devoted to production forests. Of these, 10 hectares are for timber production, and are located in barangays Amiroy, Talibong Pequeño, and Capul-an. In addition, 1.82 hectares of forestlands are devoted to other special uses such as tourism and aquaculture in barangays Janipa-an East, Yugot, Amiroy, and Bangac.

Table 4.1.11. Area and Location of Production Forests, Mina, Iloilo

Category	Location	Area (has.)
Timber Production (plantation)	Amiroy, Talibong Pequeño, Capul-an	10.00
Other Special Uses (tourism, fish farms/ponds, etc.)	Janipa-East, Yugot, Amiroy, Bangac, Nasirum, Agmanaphao, Badiangan, Tal. Pequeño, Singay, Cabalabaguan	1.82
Total		11.82

Source: Community Environment and Natural Resources Officer, PENRO

AGRICULTURE ANALYSIS MATRIX

Technical Findings	Implications	Policy Options/ Interventions
More hectares are rain fed areas	Low agricultural productivity for rice and crops can be easily affected by drought.	Rehabilitation of Existing and Constyrtruction of the NEW SSIPs. IEC, promotion and support Integrated Farming System and planting crops with lower requirement during the dry season.
Decrease in Total Agricultural Lands	Decreased volume of production.	Establishment of Field Schools, IEC, Promotion and support modern farming technologies, use of Hybrid and High quality seeds.
Silted Water Reservoir of the Suague River Dam	Inadequate supply of irrigation water for the total service area of the dam.	Creating a resolution for NIA to include/ consider the desilting of Suague river Dam Water Reservoir in the JRMP II.
Inadequate support for Poultry and Livestock Programs	Less alternative livelihood opportunities for small farmers especially during non-harvest season.	Establishment of LGU-managed Poultry and Livestock Breeding Farm.
Limited Alternative Livelihood Development Opportunities (Handicrafts Making)		Establishment of LGU-based Handicraft Making Industry.
Poor condition of Farm to Market Roads (FMR)	High hauling cost of agricultural products.	Proposal of concreting the FMR.
Limited access to stable Market of Agricultural Products	Low income.	Establishment of a marketing system (Municipal Agriculture Information System) Establishment of food terminal project at the Mina Public Market
Lack of Agricultural Technicians	The agricultural problems and projects couldn't be properly addressed.	Hiring of the new and eligible agricultural technicians.

B. INDUSTRY SECTOR

Under the industry sector, most of the establishments (20) in the municipality of Mina fall under the category of manufacturing. There are nine (9) rice mills in the municipality, catering to the needs of the rice farmers in the area. There are five water-refilling stations, four bakeries, and one icemaker. There are four establishments under construction – two into hollow blocks making and two construction firms. Two establishments are under electricity, gas, water, and utilities. i.e., one on power generation, and another one on communication cell site as shown in Table 4.1.15 in the establishment section.

There are two existing manufacturing industrial establishment in the locality, one is processing and producing rice while the other is sugar as shown in Table 4.1.12.

Table 4.1.12. Inventory of Existing Industrial Establishment, 2015

Name of Industrial Establishment	Manufacturing Industrial Process	Raw Material		Production		Product market		Location	Land Area (ha.)
		Material	Source	Product	Volume	Local	Export (other)		
MOFAWA	Sugar Milling	Sugarcane	Locally Produced	Sugar	20T		/	Talibong Pequeño	7
RPG	Rice Milling	Rice	Locally Produced	Rice	120T		-	Tolarucan	2.4196

Source: MPDO

INDUSTRY SECTOR ANALYSIS MATRIX

Technical Findings	Implications (effects)	Policy Options/ Interventions
Limited area for agro-industrial establishments expansion	Expected employment opportunities not generated. Income increase not realized.	Reclassify idle lands into economic zone to cater various industrial and agro-industrial establishments.

C. TOURISM

The following are the tourism establishments in the municipality of Mina and their accessibility.

Table 4.1.13. Inventory of Tourism Establishments, Mina, Iloilo, 2015

Location (Barangay)	Name of Tourism Establishment	Area (Hectares)	Type of Attraction	Facilities	Ownership
Janipa-an West	Halkyon Eco-Tourism	10 has	Man-made	Fishpond, poultry, orchard	Private Sector
<i>Poblacion</i>	Festival Event	NA	Religious	Covered gym/ cultural/ stage/ public plaza/ grandstand	LGU/NGA
<i>Poblacion</i>	<i>Paskwa Halad sa Banwa</i>	NA	Cultural;	-do-	-do-
Bangac	Montogawe Ecopark	5 has	Tree Park	Training center/ Oval grandstand	LGU

Source: Mina Municipal Planning and Development Office (MPDO), 2015

Table 4.1.14. Accessibility of Existing Tourism Establishment and Tourist Attractions, Mina, Iloilo, 2015

Name of Tourism Establishment	Means of Transportation Available	Distance from Nearest Airport (km)	Distance from Nearest Seaport (km)	Distance from National Highway (km)	Access Road		Accessibility
					Pavement	Condition	
Halkyon Eco-Farm	Land	20 km	8 km	3 km	Gravel	Good	1
Inland Resort	Land	20 km	8 km	3 km	Gravel	Good	1
Festival Event	Land	20 km	8 km	0	Asphalt/cement	Good	1
<i>Paskwa Halad sa Banwa</i>	Land	20 km	8 km	0	Asphalt/cement	Good	1
Montogawe Landmark	Land	1 km	7 km	1 km	Asphalt/cement	Good	1

TOURISM SECTOR ANALYSIS MATRIX

Technical Findings	Implications (effects)	Policy Options/ Interventions
No significant tourist destination.	No revenues derived from tourism industry.	Develop man-made tourist attractions.
Absence of tourist's accommodation facilities.	No record of tourist arrival.	Encourage business sectors to engage in recreational business activity in the municipality. Provide tourist accommodation facilities.

BUSINESS ESTABLISHMENTS

A. Number of Business Establishments

There are a total of 531 business establishments registered with the Business Permits and Licensing Office (BPLO) of the municipality of Mina. Of these, 488 (92%) are under the tertiary (services) sector, 26 (5%) under the secondary (industry) sector, and (15) 3% under the primary (agriculture) sector.

Wholesale and retail trade is the predominant sub-sector, constituting more than three-fourths (77% or 409 establishments). This is followed by personal and community services - 13% (72 establishments), manufacturing - 4% (20 establishments), and poultry and livestock raising - 3% (15 establishments). The other sub-sectors include construction, electricity, gas and water and utilities, real estate and development, and transport services.

Table 4.1.15. Number of Business Establishments by Barangay, Mina, Iloilo, 2014

Economic Sector	Abat	Agmanaphao	Amiroy	Badiangan	Bangac	Cabalabaguan	Capul-an	Dala	Guibuangan	Janipa-an	Mina East	Mina West	Nasirum	Naumuan	Singay	Talibong	Tipolo	Tolarucan	Tumay	Yugot	Total
Primary Sector			3			4			1	1				1			3	1		1	15
<i>Poultry and Livestock Raising</i>			3			4			1	1				1			3	1		1	15
Poultry and Livestock Raising			3			4			1	1				1			3	1		1	15
Secondary Sector		1				8				1	4	6				1		4	1		26
<i>Manufacturing</i>		1				4				1	3	6				1		3	1		20
Bakery		1										1						1	1		4
Ice Making									1												1
Rice Milling											3	5						1			9
Sugarcane Mill																1					1
Water Refilling						4												1			5
<i>Construction</i>						2					1							1			4
Hollow Blocks Making						2															2
Construction											1							1			2
<i>Electricity, Gas, Water and Utilities</i>						2															2
Power Generation										1											1
Communication										1											1
Tertiary Sector	9	19	30	12	22	169	5	13	1	21	39	53	4	6	12	8	6	35	14	10	488
<i>Wholesale/Retail Trade</i>	8	19	28	11	18	122	5	13	1	21	33	41	4	6	12	8	5	30	14	10	409
Personal and Community Services	1		2	1	4	41					6	11					1	5			72
<i>Finance, Insurance, and Related Activities</i>						2						1									3
Bank						1															1

Pawnshop						1						1									2
Real Estate and Development						3															3
Real Estate						2															
Building Rental	1																				
Transport Services						1															1
Transport Services						1															1
All Sectors	9	20	33	12	22	181	5	13	2	23	43	59	4	7	12	9	9	40	15	11	529

Source: Mina BPLO

Table 4.1.16. Number of Business Establishments by Sub-sector, Mina, Iloilo, 2014

	Wholesale / Retail Trade	Personal and Community Services	Manufacturing	Poultry and Livestock Raising	Construction	Finance, Insurance, and Related Activities	Real Estate and Development	Electricity, Gas, Water and Utilities	Transport Services	Total
Cabalabaguan	122	41	4	4	2	2	3	2	1	182
Mina West	41	11	6			1				59
Mina East	33	6	3		1					43
Tolarucan	30	5	3	1	1					40
Amiroy	28	2		3						33
Janipa-an	21		1	1						23
Agmanaphao	19		1							20
Bangac	18	4								22
Tumay	14		1							15
Dala	13									13
Singay	12									13
Badiangan	11	1								12
Yugot	10			1						11
Abat	8	1								9
Talibong	8		1							9
Naumuan	6			1						7
Capul-an	5									5
Tipolo	5	1		3						9
Nasirum	4									4
Guibuangan	1			1						2
Total	409	72	20	15	4	3	3	2	1	529

Source: Mina BPLO

I) SOCIAL WELFARE SERVICES

Mina has 22 day care centers, one in each barangay, generally in good physical condition, with a few calendared for improvement and upgrading. Day care service and supplemental feeding is supervised by a day care worker and supported by the Parents Committee. In 2015, 4305 3-4 year old children attended the day care centers. The day care centers are manned by 22 day care workers as represented in Table 3.4.1.

Mina has a Senior Citizen Center in the *Poblacion* which is in good physical condition. The center is manned by staff from the MSWDO.

About 2,157 clients aged 60 years old and above benefitted from the programs and services of the Senior Citizen Center. There is an existing crisis center for the children in conflict with the law and women who were victims of abuses. By 2015, the Balay Paglaum is able to cater a total of 95 cases of children in conflict with the law and 40 cases of women who were victims of domestic violence as shown in the mentioned table. .

The MSWDO offers the following services:

1. Family Life Education and Counseling
2. Family Planning Assistance
3. Day Care Services, Supplemental Feeding
4. Medical Care
5. Relief/Rehabilitation

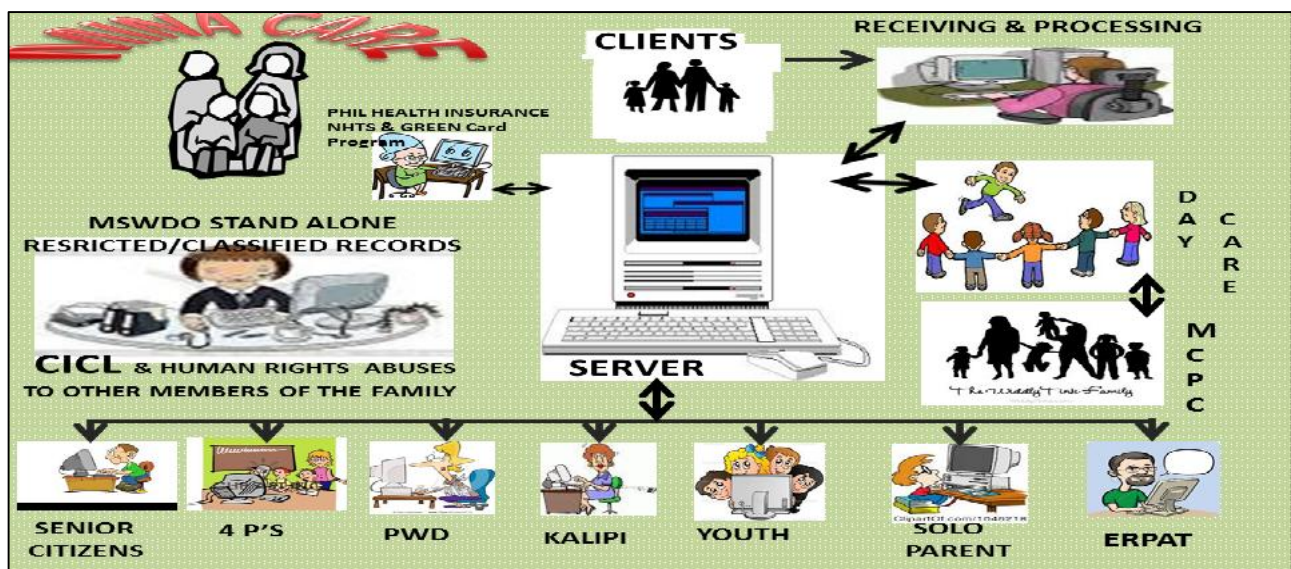


Figure 3.4.2. Social Services Transaction Flow, Mina, Iloilo

Source: Municipality of Mina PowerPoint Presentation, June 2014

**Table 3.4.1. Presence of Social Welfare Facilities and Services Offered, Year
2015**

Facility	Brgy.	Services Offered	Type of Clientele	No. of Clientele	Staff	Ownership	Physical Condition	Hazard Susceptibility (H/M/L)							
								F I	T C	E Q	V O	L N	T S	S U	Others
Senior Citizen Center	Poblacion West	Medical, burial, Health assistance, Socialization/livelihood/ Capability building enhancement	60 years old up	2,157	3	PUBLIC	Good	L	-	M	-	-	-	-	-
Daycare Center	22 Brgys.	Spiritual, Arts & crafts, Human relations, Physical development ,feeding, Cognitive, referrals	3 &4 years old	4,305	22 DCW's	PUBLIC	Good	L	-	M	-	-	-	-	-
Feeding Center	22 Brgys.	Supplementary Feeding/ Supervised Neighborhood Play	2 yrs. old	2,524	22 DCW's	PUBLIC	Good	L	-	M	-	-	-	-	-
Balay Paglaum (Crisis Center for Women and Children)	22 Brgys. of LGU & other referring LGU	Social service Home Life Medical/Psychological Capability Bldg. Educational Rescue Operation Moral and spiritual Referrals	CICL, Domestic Violence against women &children, Child at Risk, Neglected & Abandoned	-95 -40	7	PUBLIC	Good	L	-	M	-	-	-	-	-

Source: MSWDO

The MSWD caters the needs of the different clients like disadvantage families, PWDs, Children, Senior Citizens and a lot more. As shown in the Table 3.4.2, as of 2015 a total of 8,092 clients consists of 567 disadvantage families, 1,460 disadvantage women, 758 children, 3534 youths, 265 PWDs and 2075 Senior Citizens. The same table shows that the most severed clients were the youths, followed by the senior citizens and the disadvantaged women ages 18-59 years old.

Table 3.4.2. Historical Number of Population Served by Type of Clientele System

Type of Clientele	Previous Years			Current Year (2015)	
	2012	2013	2014	No.	Percentage
Disadvantage Families	614	538	567	567	
Disadvantaged women (18-59 years old)	1077	1163	1460	1460	
Children (0-12 Years old)	860	807	758	758	
Youth (13-24 years old)	3387	3350	3534	3534	
Persons with Disabilities (PWD's)	226	257	265	265	
Senior Citizens (older Persons)	1178	1199	2075	2075	
TOTAL	6,728	6,776	8,092	8,092	

Source: Mina, MSWDO

The MSWD has a lot of projects which were approved for implementation. The said projects will cater the needs of the listed clientele of the said office. There is the projects under the KALAH-CIDDS wherein the beneficiaries were all the barangays in the municipality which were given the freedom to which project that they will implement using the appropriated fund. There is also the 4Ps wherein a cash transfer is given to the indigent members of the community. Another project was the ESA and the housing assistance wherein families who were affected by the typhoon were given cash assistance and housing materials. The rest of the projects were listed in the Table 3.4.3.

Table 3.4.3. Social Welfare Related Projects, Approved Funded for Implementation

Name/ Location	Location	Type	Proponent (Government, Private, Other)
KALAH-CIDSS Projects	Brgy. Abat	Construction of DCC	Government
	Brgy. Cabalabaguan	Riprap w/ Railings	-do-
	Brgy. Tal. Pequeño	Solar Streetlight	-do-
	Brgy. Yugot	Drainage System	-do-
	Brgy. Janipa-an East	Construction of 1 CL	-do-
	Brgy. Janipa-an West	Drainage System	-do-
	Brgy. Tal. Grande	Road Concreting	-do-
	Brgy. Naumuan	Road Re-gravelling	-do-
	Brgy. Dala	Road Concreting	-do-

	Brgy. Amiroy	Drainage System and Box culvert	-do-
	Brgy. Badiangan	Road Re-gravelling, Rip rapping of road shoulder and canalization	-do-
	Brgy. Capul-an	Repair of Brgy. Hall, solar streetlight & riprap	-do-
	Brgy. Tipolo	Repair of School stage and drainage system	-do-
	Brgy. Tolarucan	Construction of 1 CL	-do-
	Brgy. Agmanaphao	Riprap with Railings	-do-
	Brgy. Singay	Box Culvert & sidewalk	-do-
	Brgy. Mina East	Sidewalk	-do-
	Brgy. Mina West	Sidewalk & drainage system	-do-
	Brgy. Nasirum	Hanging Bridge & stone masonry	-do-
4P's (Pantawid familyang Pilipino Program)	22 Barangays	Conditional Cash Transfer	-do-
ESA (Emergency Shelter Assistance)	22 Barangays	Cash Housing Assistance	-do-
Housing Assistance	22 Barangays	Housing Materials	-do-
CBLA (Cash Building Livelihood Assets)	22 Barangays	Cash for work	-do-
Upgrading/ Rehabilitation of Day Care Centers	13 Brgys. (Capul-an, Tumay, Nasirum, Badiangan, Tal. Grande, Tal. Pequeño, Yugot, Badiangan, Mina East, Singay, Agmanaphao, Guibuangan, Cabalabaguan)	Renovation, repair & repainting	-do-
Support Elderly, PWD's, Children, CICL & Domestic Violence	22 Barangays	Financial Assistance and Protective Custody	-do-
Capability Building & skills training of DCW's & other sectoral groups	22 Barangays	Enhancement of knowledge and skills	-do-
Supplemental Feeding/ Day Care Service	22 Barangays	Provision of food supplementation/ Education	-do-
SLP (Sustainable Livelihood Program)			
Onsite training on Baking for a sustainable livelihood	Poblacion, Mina	Skills training on baking	-do-
Enterprise Capital Assistance for Community Cooperative store	Brgy. Tipolo & Yugot	Cooperative Store	-do-

Source: Mina,MSWDO

VISION

MINA IS ENVISIONED TO BE MORE PROGRESSIVE, AGRO-INDUSTRIALIZED, ECOLOGICALLY BALANCED, POLITICALLY & ECONOMICALLY STABLE WITH TRANSPARENT & RECEPTIVE GOVERNANCE, PEOPLED BY HEALTHY, EMPOWERED, PRODUCTIVE, AND GOD-LOVING CITIZENS, AND A CENTER FOR TRAINING GLOBALLY SKILLED WORKERS.

MISSION

*“We, Minankons,
are committed to the promotion
and development of a more
efficient and transparent governance,
by intensifying our value-formation and
capability enhancement programs for a
competent, responsible and professional
civil servants,
ensuring effective delivery of the highest
level
of basic social, economic services and
ecological security, providing for the
empowerment
and well-being of its citizenry through
livelihood opportunities
improving infrastructures and promoting
global competitiveness among our younger
generations
by establishing schools for the arts and
trade and other technical skills
education.”*

Lupang Hinirang

**Bayang Magiliw
Perlas ng Silanganan,
Alab ng puso
Sa dibdib mo'y buhay.**

**Lupang hinirang,
Duyan ka ng magiting,
Sa manlulupig,
'Di ka pasisiil.**

**Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula at awit
Sa paglayang minamahal.**

**Ang kislap ng watawat mo'y
Tagumpay na nagniningning,
Ang bituin at araw niya
Kailan pa ma'y 'di magdidilim.**

**Lupa ng araw, ng luwalhati't pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya, na 'pag may mang-aapi
Ang mamatay nang dahil sa 'yo.**

PRAYER

My Lord God I have no idea where I am going, I do not see the road a head of me, I cannot know for certain where it will end, I firmly believe that you are a great God, that loves me very much and that you don't know where I am going and what is good for me, Lord you are my refuge, my hope and my strong hold, I lean on and confidently put my trust in you for I know that you will not forsake me, I beg that you give me the gift of inner peace which comes from the pure of heart and those who loved you, Lord I thank you for the light of this new day and for the hope that awakes me this morning grant that I may start this day with joy and a light of your love for this my Lord shall be my strength to face whatever lies in store for me I offer you all my thoughts, words and deeds inspire me and guide me so I may do my best in everything I will do today father may everything we do begin with your inspiration and continue with your saving help let our work always find its origin in you and through you rich completion Lord pour out on us your spirit of understanding, truth and peace god our father work is your gift to us a call to reach new heights by using our talents for the good of all, guide us as we work and teach us to live in the spirit that has made us your sons and daughter in the love that has made us brothers and sisters grant me the serenity to accept with patience the things I cannot change courage to change the things I can and wisdom to know the difference grant this to Christ our Lord. Amen.

PANUNUMPA NG KAWANI NG GOBYERNO

Ako'y kawani ng gobyerno.
Tungkulin ko ang maglingkod nang tapat at mahusay.

Dahil dito,

Ako'y papasok nang maaga at magtatrabaho nang
lampas sa takdang oras kung kinakailangan;

Magsisilbi ako nang magalang at mabilis
sa lahat ng nangangailangan;

Pangangalagaan ko ang mga gamit, kasangkapan,
at iba pang pag-aari ng pamahalaan;

Magiging pantay at makatarungan ang pakikitungo ko
sa mga lumalapit sa aming tanggapan;

Magsasalita ako laban sa katiwalian at pagsasamantala;

Hindi ko gagamitin ang aking panunungkulan
sa sarili kong kapakanan;

Hindi ako hihingi o tatanggap ng suhol;

Sisikapin kong madagdagan ang aking talino at kakayahan upang
ang antas ng paglilingkod sa bayan ay patuloy na maitaas.

Sapagkat ako'y isang kawani ng gobyerno at tungkulin ko ang
maglingkod nang tapat at mahusay sa bayan ko at sa panahong ito;
Ako at ang aking mga kapwa kawani ay kailangan tungo sa
isang maunlad, masagana, at mapayapang Pilipinas.

Sa harap ninyong lahat, ako'y taos pusong nanunumpa.



MINA HYMN

"Aim on High, Mina"

Lyrics by: MADAME LYDIA E. GRABATO

Music by: PG ZULUAGA

Refrain:

**This is Mina, our beloved
We struggled, persisted and survived
We dream high, we aim high, our energy is on fire**

**This is Mina, our beloved town
We struggled, persisted and survived
This is Mina, this is Mina, this is Mina our beloved**

I.

**We live in a happy community
Overjoyed by the blessings from above
Inspired by the river through Montogawe
The abundance of farmlands that we toil
Our lives for the better greatly changed.**

II.

**Decades have passed our cherished town
Became independent and unique,
A mine filled with promise of security and growth
Intellect, perseverance and achievements
Progressive and laden with success.**

Refrain:

**This is Mina, our beloved
We struggled, persisted and survived
We dream high, we aim high, our energy is on fire**

**This is Mina, our beloved town
We struggled, persisted and survived
This is Mina, this is Mina, this is Mina our beloved**

III.

**The road to success is hard to build
We strive hand in hand for productiveness
To nurture, maintain, improve and protect
For generation share our blessedness
We are now, what we are today.**

IV.

**You are the golden mine, treasured and cherished
In the eyes of Minanhons, your beauty and glory shines
You make your people proud of all your graciousness
Guide us to be one and love you even more**

Refrain:

**This is Mina, our beloved
We struggled, persisted and survived
We dream high, we aim high, our energy is on fire**

**This is Mina, our beloved town
We struggled, persisted and survived
This is Mina, this is Mina, this is Mina our beloved**

SERVICE PLEDGE

We, the officials and employees of the Local Government Unit of Mina, Iloilo commit to:

-) Serve you from Monday to Friday, from 8:00 AM to 5:00 P.M.
-) Attend to you as soon as you enter the premises of the Mina Municipal Hall;
-) Assure that you will be served by authorized and competent personnel with proper identification
-) Respond to your complaints about our services soonest or within the day through our public assistance desk and take corrective measures;
-) Provide up-to-date information on our policies, programs, activities and services

TRUE TO OUR “ PANUNUMPA SA KAWANI NG GOBYERNO” WHICH WE CONTINUALLY PLEDGE EVERY WEEK DURING THE FIRST DAY OF OFFICE (MONDAY).

All these we pledge because **YOU** deserve the **BEST**.

OFFICE OF THE MUNICIPAL MAYOR

The Office of the Municipal Mayor is in charge of the general supervision and control of LGU operation and performs administrative and executive functions of the LGU.

It exercises general supervision and control over all programs and services and activities of the municipality, enforces all laws and ordinances related to governance, initiates and maximizes the generation of resources and revenues, ensures the delivery of basic services and provision of adequate Government code (R.A. 7160).

The Office of the Municipal Mayor functions on the following objectives: to develop the Municipality of Mina by providing necessary facilities for the enhancement of the resident's production and order within the municipality; projects for the enhancement of the municipal income and others for the benefit of the people.

The Office of the Mayor takes charge of receiving and releasing all kinds of communications and information, for and of the municipality and likewise takes charge or relaying/disseminating information to LGU clients and the public. The staff of this office prepare documents for solemnization of marriages (Article 34) and documents for Mayor's Clearance certifications per request of both external and internal clients.

It also performs social function by welcoming of all guests, visitors, tourist and all persons who pay courtesy calls to the Municipal Mayor.

The Office of the Municipal Mayor also oversees the operation of the Tourist/Information Center.

It is in charge of processing of papers for licenses and permits which the Municipal Mayor issues. Example of which are business permits, special permits like those for benefit dance, and affidavits for scholarships. Every January 2 to January 20 of each year, the Office puts up one-stop shop for the convenience of clients/applicants who come for application of the business permits and renewal. Within a year, the office staff, particularly the license inspector takes charge of checking inspection and monitoring of issued business permits.

The Office of the Municipal Mayor is also in-charge of the administration of the public market and processing of approval of contracts of lease for occupants of market stalls.

The Office spearheads the disaster preparedness and management program of the municipality with the Municipal Mayor as Chairman.

The staff of the office of the Municipal Mayor work hand in hand especially in the preparation of documents and supporting papers in certain contests/competitions of the Local Government Unit of Mina.

The Office functions as what the public and the clients expect it to be and performs. The Office are willing to extend assistance and support to her in all activities that the LGU.

OFFICE OF THE MUNICIPAL MAYOR



HON. REY P. GRABATO
Municipal Mayor



LYDIA E. GRABATO
Executive Assistant V

ADMINISTRATIVE SECTION



GINA P. GANADO
Administrative Officer - Designate



JOHNNY C. PATINGO
Bookbinder III



ROMIE P. ENANO
Storekeeper I (D)
Mayor's Office Staff

PERMITS AND LICENSING SECTION



MARIA C. TOMO
Licensing Officer Des.



FRANCISCO GAMUZA
Messenger
Licensing Office Staff



FRONTLINE SERVICES

OFFICE OF THE MUNICIPAL MAYOR

A. ADMINISTRATIVE DIVISION

A. SECURING MAYOR'S PERMIT FOR AN ACTIVITY (CAROLING/BENEFIT DANCE)

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 14 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit letter request approved	Letter Request	2 Minutes	Clerk
2. Verification of request Submitted		3 Minutes	Clerk
3. Pay the required fee at the Office of the Municipal Treasurer	Depend on no. of days for caroling. For benefit dance, depends on facilities used	5 Minutes	Collection/Clerk
4. Present official receipt to Office of the Mayor		3 Minutes	Clerk
5. Receive special permit		2 Minutes (May vary depending on the availability of the signatory & electric power supply)	Clerk

B. ISSUANCE OF MAYOR'S FOR USE OF GOVERNMENT FACILITY (GYMNASIUM)/SPORTS & CULTURALCENTER

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 13 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit letter request approved by the Municipal Mayor	Letter Request	2 Minutes	Clerk
2. Verification of Request Submitted		3 Minutes	Clerk
3. Pay corresponding fees to the Municipal Treasurer's Office	Order of payment P50.00	3 Minutes	Collection/Clerk
4. Present official receipt to the Office of the Mayor		3 Minutes	Clerk
5. Receive mayor's permit		2 Minutes (May vary depending on the availability of the signatory & electric power supply)	Clerk

C. ISSUANCE OF MAYOR'S CLEARANCE

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 15 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit requirements		2 Minutes	Clerk
2. Verification of documents		5 Minutes	Clerk
3. Pay corresponding fees to the Municipal Treasurer's Office	Order of payment P50.00	3 Minutes	Clerk
4. Present official receipt to the Office of the Mayor	Official receipt	3 Minutes	Clerk
5. Receive Mayor's Clearance /affidavit /certification		2 Minutes (May vary depending on the availability of the signatory & electric power supply)	Clerk/Municipal Mayor

D. ISSUANCE OF MAYOR'S RECOMMENDATION FOR JOB APPLICANTS

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : Job Applicants
 Duration : 14 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Provide necessary information related to his/her job	Application Letter, Resume	5 Minutes	Clerk
2. Verify documents submitted		2 minutes	Clerk
3. Prepare recommendation letter		5 Minutes	Clerk
4. Receive signed recommendation letter		2 minutes (May vary depending on the availability of the signatory & electric power supply)	Clerk Municipal Mayor

E. ISSUANCE OF REFERRALS AND ENDORSEMENT FOR PATIENTS IN NEED

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 7 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Provide necessary information related to his/her request	Hospital Bills Medical Certificate	5 Minutes	Clerk
2. Proceed to MSDO Office	Get referral slip (AICS form)	2 minutes	Clerk

F. ISSUANCE OF MUNICIPAL DATA AND INFORMATION

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 12 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit letter request for data and other information needed.	Letter Request	5 Minutes	Information Clerk
2. Refer request to Municipal Mayor for approval		2 minutes	Information Clerk Municipal Mayor
3. Prepared documents requested		5 Minutes (May vary depending on the volume of the documents requested and availability of electric power supply)	Information Clerk

G. SECURING OF AFFIDAVIT OF LOSS

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : Students and Visitors
 Duration : 16 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		1 Minute	Clerk
2. Undergo brief interview and preparation of documents		5 Minutes	Clerk
3. Pay the required fee at the office of the Municipal Treasurer	P 50.00	5 Minutes	Collection Clerk at the Office of the Municipal Treasurer
4. Prepare documents for signatory of the Mayor.		3 minutes (May vary depending on the availability of the signatory)	Collection Clerk
5. Get documents	Present Official Receipt	2 Minutes	Clerk

H. PERMITS AND LICENSING DIVISION

Permits and Licensing Office is being tasked to take charge of the recordings and issuing of all business, licenses and permits; and shall monitor the same whether the license to operate is within the prescribed period and in conformity with the actual business operation and enterprise. We were also tasked to issue tricycle franchise, trisikad permit, bicycle permit, special permits, mayor certifications, application for garbage collection and all permits for the use of municipal facilities.

A. PROCESSING OF BUSINESS PERMIT

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 What are the requirements : Barangay Clearance, Police Clearance, Community Tax Certificate, Fire Clearance, Zoning and Building Permit, Sanitary Permit
 Duration : 30 Minutes

A. PROCESSING OF BUSINESS LICENSE/ MUNICIPAL PERMIT

<i>BUSINESS PERMIT LICENSING SYSTEM FLOW CHART (NEW/ RENEWAL)</i>			
Please follow these Steps	You will need to present	It will take you & fees charges	Please Approach
1. Sign in the Client Logbook, present CTC & Brgy. Cert. for issuance of Unified Form.	a. Community tax Certificate b. Brgy Certification (3 copies)	5 minutes	Licensing Staff Licensing Officer II
2. Office of the Mun. Treasurer for computation and payment of taxes and for signature of the Municipal Treasurer	Present Unified Form	Fees depending on the type of bus. of the applicant for a. <u>New</u> depending on the type of business b. <u>Renewal</u> depend on the gross sales declared by the clients.	Revenue Collection Clerk Municipal Treasurer

<p>3. Comply all requirements for issuance of Business License and Municipal Permit</p>	<ul style="list-style-type: none"> ▪ POLICE CLEARANCE <ul style="list-style-type: none"> a. Brgy. Clearance b. Community Tax Certificate c. ID Picture 2x2 d. Official Receipt ▪ ZONING BLDG. CERTIFICATE <ul style="list-style-type: none"> a. Official Receipt ▪ SANITARY PERMIT/ HEALTH CERTIFICATE <ul style="list-style-type: none"> a. Stool, Urinalysis & X-ray b. Official receipt from Treasurer's Office c. ID picture 1x1 (1 pc) ▪ FIRE SAFETY & INSPECTION CERTIFICATE <ul style="list-style-type: none"> a. Brgy. Certification b. Official Receipt from MTO 	<p>P50.00 police clearance</p> <p>P50.00 for Zoning and P50.00 for Bldg.</p> <p>X-ray- P100.00 Urinalysis - P30 Stool - P50</p> <p>Depending on the total fees paid by the client & 10% is being charge. 20 minutes or less</p>	<p>Any Police on duty Chief of Police</p> <p>Engineer 1 Engineering Staff</p> <p>Medical Tech. I Sanitary Inspector</p> <p>Any BFP staff or Mun. Fire Marshall</p>
<p>4. For approval of Business License and Municipal Permit from Mayor's Office</p>	<p>Presents Business License and Municipal Permit</p>		<p>Staff of the Mayor's Office</p>
<p>5. Segregation, issuance of business plate and business sticker and releasing of permit.</p>	<p>Present approved Business License and Municipal Permit</p>	<p>5 minutes</p>	<p>Licensing Staff Licensing Officer II</p>
	<p>END OF TRANSACTION</p>	<p>Total : 30mins or less</p>	

B. PROCESSING OF TRICYCLE FRANCHISE

Issuance for New / Renewal of Franchise			
Please Follow These Steps	You will Need To Present	It will take You / Fees Charges	Please Approach
1. Sign in the client logbook & get requirements submit all the requirements for the verification of any licensing personnel.	<u>FOR NEW</u> a. Brgy. Clearance (3 Copies) b. Community Tax Certificate (Xerox) c. CR (Cert. registration) (Xerox) from LTO d. OR (official receipt) (Xerox) from LTO e. Driver's License (Xerox) f. Tricycle insurance (Xerox) g. Certificate of membership h. Police Clearance i. Latest franchise j. Special Power of Atty. if it is 2 nd party k. 2 pcs. ID picture 2x2 l. Deed of Sale of Motorcycle (if it is 2 nd hand). m. Affidavit of Owner & Mechanic n. The same –All requirements except <u>Police Clearance if renewal.</u>	4 minutes	Licensing staff Licensing Officer II
2. Go to the Office of the Municipal Treasurer for payment.	All Requirements with signature of any of the Licensing Staff.	P 575.00 for new P325.00 for renew	Revenue Collection Clerk
3. Return to Permits and Licensing Office for encoding, processing and signature of the affiant.	All requirements and the OR from the MTO	15 minutes	Licensing Staff Licensing Officer II
4. Comply all requirements a. PNP for inspection & sig. of the Inspector and PNP Chief b. MTO for Signature of the Mun. Treasurer-certified as to payments.	Accomplished franchise applications form, affidavit & all supporting documents		Any Police on duty & PNP Chief Municipal Treasurer
5. Back to Licensing Office for issuance & approval of the LCE franchise & releasing	Accomplished franchise applications form, affidavit & all supporting documents	9 minutes	Licensing Staff Licensing Officer II
	END TRANSACTION	Total-28mins. Or less	

C. PROCESSING OF TRISIKAD PERMIT

Issuance of New/ Renewal Trisikad Permit			
Please Follow These Steps	You Will Need To Present	It Will Take You/Fees & charges	Please Approach
1. Sign in the Client Logbook get application form.	CTC Brgy. clearance. Medical Cert.	3minutes	Licensing Staff Licensing Officer II
2. Treasurer's Office for payment and signature of Municipal Treasurer	Present all requirements and accomplished application form.	P 260.00- New P 210.00 - Renewal	Revenue Collection Clerk Municipal Treasurer
3. PNP Station for Police Clearance (New) & Inspection of their units	Present all requirements and accomplished application form w/ OR from MTO.		Police on Duty Chief of Police
4. Back to Licensing Office for issuance & approval of the LCE of & releasing.	Present all requirements and accomplished application form w/ OR from MTO	12mins.	Licensing Staff Licensing Officer II
	END OF TRANSACTION	Total -15 mins.	

D. PROCESSING OF SPECIAL PERMIT

<i>SPECIAL PERMITS SUCH AS: Permit to conduct farmers meeting, to put-up Bill Boards, Hang Up Streamers, Promotional Sale ,Recorida, Product Demonstration, Parade or Motorcade, Benefit Dance, Use of Mun. Plaza, MRC, MSCC, Senior Citizens Bldg. & MSTC. ANNEX 5 etc.</i>			
The Service: These permits are regulatory in nature. Fees are collected to cover the cost of regulation & maintenance of these facilities.			
Please Follow These Steps	You Will Need to Present	It Will Take You/ Fees & charges	Please Approach
1. Sign Client Logbook, submit requirements for review.	a. Three(3) Copies letter request for the approval of the LCE with Noted of the PNP Chief.	2 minutes	Licensing Staff Licensing Officer II
2. Mayor's Office for the approval of the letter.	a. Three(3) Copies letter request for the approval of the LCE with Noted of the PNP Chief.		Any Administrative staff
3. Municipal Treasurer's Office for the payment.	a. Letter request with the approval of the LCE	Depending on the Type of permit applied & number of days.	Any revenue collection clerk
4. Return to Permit & Licensing Office for encoding, processing & for the approval of the LCE and Releasing.	a. Approved letter request & Official receipt from the MTO	10minutes	Licensing Staff Licensing Officer II
	END OF TRANSACTION	Total 12mins.	

E. PROCESSING OF MAYOR CERTIFICATION

Issuance of Mayor Certification <i>Such As: Cert. for Employment, for Promotion, for Board Exam. for Firearms License, Scholarship, Posting & other certifications.</i>			
Please Follow these Steps	You will Need to Present	It Will Take You/Fees Charges	Please Approach
1. Sign in the Client Logbook, present requirements	a. Brgy. Clearance b. Community Tax Certificate c. Police Clearance	2mins.	Licensing Staff Licensing Officer
2. Municipal Treasurer's Office for payment	a. All requirements	Depending on the Type of Cert. being applied by the clients. P100.00 -cert .for employment P 50.00 - board Exam. & Scholarship	Revenue Collection Clerk
3. Back to Permits & Licensing Office for submission of all the requirements for verification, encoding & processing.	a. Official receipt (MTO) b. Brgy. Clearance c. Community Tax Certificate d. Police Clearance	5min.	Licensing Staff Licensing Officer
4. Mayor's Office for the approval of the certification.	Prepared Certification & all supporting documents		Local Chief Executive
5. Back to licensing Office for releasing of the Certification.		3min.	Licensing Staff Licensing Officer
	END OF TRANSACTION	Total 10-mins.	

F. PROCESSING of APPLICATION for GARBAGE COLLECTION

Please Follow these Steps	You will Need to Present	It Will Take You/Fees & Charges	Please Approach
1. Sign in the Client logbook and submit requirements and get application form.	For- New& Renewal a. CTC -Xerox	3minutes	Licensing Staff Licensing Officer II
2. Go to the Municipal Treasurer's Office for the Payment	a. Accomplished application form w/ sig. of any licensing personnel.	P500.00 Residential P1,000.00 Commercial Small scale P1,500.00 Commercial Medium scale	Revenue Collection Clerk
3. Engineering Office for the signature of PDO IV	a. Accomplished application form & Official Receipt		Planning Dev. Officer IV
4. Return to the Permits & Licensing Office for approval and for releasing.	a. Accomplished application form with signature of PDO IV	5 minutes	Licensing Staff Licensing Officer
	END OF TRANSACTION	Total 8mins.	

FRONTLINE SERVICES

OFFICE OF THE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER

Human Resources plays a **strategic role in the modern organization**. HR supports innovations, talent development and new approaches for increasing the performance of individuals. HR develops the unique know how about setting productive organizations, performance management and optimizes the personnel costs by using smart compensation and benefits practices. The **HR Roles and Responsibilities** in the modern organization are extremely wide, and the top management relies on the accurate job of HR employees. The HR employees filled many forms, and they were responsible for the compliance of the personnel administration with the legislation. They were producing static HR reports, which were not connected with other strategic business measures, and they did not provide any value added to the top management of the organization. HR was not involved in strategic projects, and it was delivering tasks assigned to it.



FELNE P. NOVO
HRMO III



MA. SOL LEDESMA-PALTUOB
Ticket Checker
HRMO Staff



A. PROCESSING OF APPLICATION FOR LEAVE OF ABSENCES

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : All Employees
 Duration : 10 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Fill up application for leave form and have it approved by your supervisor	2 copies of application for leave form (CSC Form #6, Revised 1984)	3 Minutes	Felne P. Novo Ma. Sol L. Paltuob
2. Submit the accomplished form for review, computation, processing and approval of leave	Medical Certificate for sick leave exceeding 3 days accountability if leave will last for 30 days or more	5 Minutes	Felne P. Novo Ma. Sol L. Paltuob
3. Get Approval application for leave		2 Minutes	Felne P. Novo Ma. Sol L. Paltuob

B. ISSUANCE OF SERVICE RECORD, CERTIFICATE OF EMPLOYMENT AND OTHER PERSONNEL RECORDS

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : All Employees
 Duration : 15 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		3 Minutes	Felne P. Novo Ma. Sol L. Paltuob
2. Wait for the printing and signing of records		10 Minutes	Felne P. Novo Ma. Sol L. Paltuob
3. Get record		2 Minutes	Felne P. Novo Ma. Sol L. Paltuob

FRONTLINE SERVICES

MINA SKILLS & TRAINING CENTER

A. ENROLMENT/REGISTRATION FOR TRAINING

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 18 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client's logbook		1 Minute	Benny Defensor Ariel Pastrana Ramie Patingo Henry Salgado
2. Checking of pertinent documents	Referral from the Office of Congressman Defensor TOR, Diploma and other credentials	2 Minutes	MSTC Staff
3. Preparation of Registration Forms		5 Minutes	MSTC Staff
4. Submission of required documents	Registration Form and other credentials	10 Minutes	MSTC Staff

FUNCTIONS

Pursuant to Sangguniang Bayan Resolution No.: 2008 – 079 established the creation of the Mina Skills Training Center with following functions:

1. To increase the number of enrollees in the center annually;
2. To increase the passing percentage of graduates from the center in TESDA assessment test;
3. To provide employment opportunities to graduates;
4. To improve proficiencies of the trainor in skills training;
5. To motivate staff to perform their duties and responsibilities;
6. To provide the necessary training supplies and materials;
7. To provide necessary fund or budget for the maintenance of equipments;
8. To provide funds for the operation and maintenance of the center;
9. To create national awareness and internalization of the value of blue – collar occupation as against the traditional preferences for academically oriented profession
10. To provide concrete factual and realistic information to the public in general and the out of school youth's in particular, for career planning, decision making and development in accordance with the youth's abilities and interest; and
11. To provide placement services as well as monitoring the progress of MSTC graduates.

MINA SKILLS TRAINING CENTER



DORY P. EMELO
MSTC Administrator



DANILO MANZANO
Bookbinder III



NANETTE PATARATA
Storekeeper I (D)



HENRY SALGADO
Driver I



ARIEL PASTRANA
Utility Worker II (A)



RAMIE PATINGO
Utility Worker II (A)



BENNY DEFENSOR
Utility Worker II (A)

COURSES OFFERED

- | | | | | | | |
|---|---|---|---|---|---|---------|
| 1. Shielded Metal Arc Welding NC I
(SMAW NC – 1) 268 Hours | - | - | - | - | - | 34 Days |
| 2. Shielded Metal Arc Welding NC – II
(SMAW NC – II) 268 Hours | - | - | - | - | - | 34 Days |
| 3. Carpentry NC – II (162 Hours) | - | - | - | - | - | 21 Days |
| 4. Masonry NC – II (258 Hours)- | - | - | - | - | - | 33 Days |
| 5. Electrical Installation and
Maintenance NC – II (402 Hours) | - | - | - | - | - | 51 Days |
| 6. Housekeeping NC – II (436 Hours) | - | - | - | - | - | 55 Days |

MINA COMMUNITY eCENTER



DORY P. EMELO
CeC Manager



JOSEPH D. TORREVERDE
Rep. Machine Operator III (A)



LIDA C. MAGBANUA
Storekeeper I (D)



BEN MARK C. CUBITA
Utility Worker I (B)

FRONTLINE SERVICES

OFFICE OF THE COMMUNITY e-CENTER

A. INTERNET SERVICING

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 What are the requirements :
 Duration : MAY VARY ON THE USAGE

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		1 Minute	Lida C. Magbanua Joseph D. Torreverde
2.	Availment of internet connection	Depend of the usage	Lida C. Magbanua Joseph D. Torreverde
3. End of Transaction	Payment of internet use get cash ticket	2 Minutes	Lida C. Magbanua Joseph D. Torreverde

B. PHOTO COPYING SERVICES AND ID LAMINATION

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 What are the requirements :
 Duration : 3 Minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook	Present document for photocopy/lamination	1 Minute	Lida C. Magbanua Joseph D. Torreverde
2. End of Transaction	Pay get cash ticket and get documents	2 Minutes	Lida C. Magbanua Joseph D. Torreverde

C. COMPUTER LITERACY

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 What are the requirements :
 Duration : MAXIMUM OF 4 HOURS PER CLASS

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook	LECTURE	4 Hours Per Class	Lida C. Magbanua Joseph D. Torreverde

D. COMPUTER LITERACY

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 What are the requirements :
 Duration : MAY VARY ON THE USAGE

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook	Proceed to the computer assigned		Lida C. Magbanua Joseph D. Torreverde
2. Payment of computer Services	Pay get cash ticket	1 Minute	Lida C. Magbanua Joseph D. Torreverde

MEO - MINA SPORTS AND CULTURAL CENTER



MANUEL P. ARMADA, JR.
Bookbinder II



ARNEL L. ESCALONA
Utility Worker II

FRONTLINE SERVICES

OFFICE OF THE MUNICIPAL SPORTS AND CULTURAL CENTER

A. INTERNET SERVICING

Schedule of availability of service : Monday to Sunday, (upon request ad permit)
 Who may avail of the service : General Public
 What are the requirements :
 Duration : MAY VARY ON THE USAGE

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook	Present letter to the office of the Mayor for approval of the request secure permit from the Licensing Office Office		Mayor's Office Staff Emilyn Fontanilla
2.	Pay necessary charges	Depend on the usage	Eduard Pastolero
3. End of Transaction	Present letter to the office of the Mayor	May vary on the usage	Manuel P. Armada, Jr.

SANGGUNIANG BAYAN OF MINA

The Sangguniang Bayan of Mina, as legislative body of the municipality, is composed of the municipal vice mayor as the presiding officer, eight regular sanggunian members and the president of the municipal chapter of the liga ng mga barangay. The term of office of the members of the Sangguniang Bayan of Mina shall be determined by law, which shall commence and end such dates as may be provided by the same. All members of the Sanggunian Bayan upon assumption of office took an oath of office or affirmation in a prescribed form, duly subscribed before a person authorized to administer oath. Copies of the oath or affirmation of office are filed and preserved in the Office of the Mayor

The Municipal Vice Mayor being the Presiding Officer exercise powers and duties as provided by law, ordinance and regulations.

The regular session of the Sangguniang Bayan is held every Wednesday morning promptly begins at 9:00 o'clock in the morning. However, that if the day falls on a holiday, or the session is prevented by insuperable cause, the next working day shall be a regular session day.

Upon a day's prior notice, special session may be called by the Municipal Vice Mayor or by a majority of all members of the Sanggunian. Provided, that no more than two (2) sessions shall be held in a single day. The notice must state the date, time usual place of session. No other matters be considered at a special session except those stated in the notice unless otherwise considered upon by two-thirds (2/3) vote of purpose/agenda of special session and shall be served personally to each member or left at his office, the members present during a quorum.

The meetings and sessions of the Sanggunian are held in the Session Hall. Subject to agreement between the Municipal Vice Mayor and a majority of the members, with due notice to the Municipal Mayor, a particular session may be held elsewhere within the Municipality of Mina.

Session or meeting of the Sangguniang Bayan is open to the public unless a closed door session is decided or ordered by an affirmative vote of the majority of the members present, there being a quorum, for public interest for reasons of secrecy, decency, or morality.

The Sangguniang Bayan office staff is composed of the Secretary to the Sangguniang Bayan and an administrative assistant who are ever ready and prompt in the delivery of frontline services of the office.

OFFICE OF THE SANGGUNIANG BAYAN



HON. BERNARDINO P. CHICHIRITA
Vice Mayor



HON. ARNEL C. MATTA
SB Member



HON. NOEL B. ESPIRITU
SB Member



HON. JUANITO D. GRABATO JR.
SB Member



HON. JOSE G. SALANIO JR.
SB Member



HON. ROSE KAREEN S. DEFENSOR
SB Member



HON. GERMAINE D. DABLEO
SB Member



HON. ARIEL V. NOVO
SB Member



HON. CELSO S. JUSTADO
SB Member

The Sangguniang Bayan shall exercise and performs the following powers and functions:

1. Approve ordinances and pass resolutions necessary for an efficient and effective municipal government, and in this connection shall:
 - i. Review all ordinances approved by the sangguniang barangay and executive orders issued by the punong barangay to determine whether these are within the scope of the prescribed powers of the sanggunian and of the punong barangay;
 - ii. Maintain peace and order by enacting measures to prevent suppress lawlessness, disorder, riot, violence, rebellion or sedition and impose penalties for the violation of said ordinances;
 - iii. Approve ordinances imposing a fine not exceeding two thousand five hundred pesos (2,500.00) or an imprisonment for a period not exceeding six (6) months, or both in the discretion of the court, for the violation of a municipal ordinance;
 - iv. Adopt measures to protect the inhabitants of the municipality from the harmful effects of man-made or natural disasters and calamities and to provide relief services and assistance for victims during the in and aftermath of said disasters or calamities and their return to productive livelihood following said events;
 - v. Enact ordinances intended to prevent, suppress and impose appropriate penalties for habitual drunkenness in public places, vagrancy, mendicancy, prostitution, establishments and maintenance of houses of ill repute, gambling and other prohibited games of chance, fraudulent devices and ways to obtain money or property, drug addiction, maintenance of drug dens, drug pushing, juvenile delinquency, the printing, distribution or exhibition of obscene or pornographic materials or publications, and such other activities inimical to the welfare and morals of the inhabitants of the municipality;
 - vi. Protect the environment and impose appropriate penalties for acts which endanger the environment, such as dynamite fishing and other forms of destructive fishing, illegal logging and smuggling of logs, smuggling of natural resources products and of endangered species of flora and fauna, slash and burn farming, and such other activities which result in pollution, acceleration of eutrophication of rivers and lakes, or of ecological imbalance;
 - vii. Subject to the provision of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality;
 - viii. Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide expenditures necessary for the proper conduct of programs, projects services, and activities of the municipal government;
 - ix. Authorize the payment of compensation to a qualified person not in the government service who fills up a temporary vacancy or grant honorarium to any qualified official or employee designated to fill a temporary vacancy in a current capacity, at the rate authorized by law;
 - x. Provide a mechanism and the appropriate funds therefore, to ensure the safety and protection of all municipal government property, public documents, or records such as those relating property inventory, land ownership, records of births, marriages,

- deaths, assessments, taxations accounts, business permits, and such other records and documents of public interest in the offices and departments of the municipal government;
- xi. When the finances of the municipal government allow, provide for additional allowances and other benefits to judges, prosecutors, public elementary and high school teachers, and other national government officials stationed in or assigned to the municipality;
 - xii. Provide for legal assistance to barangay officials who, in the performance of their officials duties or on the occasion thereof, have to initiate judicial proceeding or defend themselves against legal action; and
 - xiii. Provide for group insurance or additional insurance coverage for barangay officials, including members of barangay tanod brigades and other services units, with public or private insurance companies, when the finance of the municipal government allow said coverage;
2. Generate and maximize the use of resources and revenues for the development plans, program objectives and priorities of the municipality as provided for under Section 18 of this Code with particular attention to agro-industrial development and countryside growth and progress, and relative thereto, shall;
- i. Approve the annual and supplemental budgets of the municipal government and appropriate funds for specific programs, projects, services and activities of the municipality, of for other purposes not contrary to law, in order to promote the general welfare of the municipality and its inhabitants;
 - ii. Subject to the provisions of Book II of this Code and applicable laws and upon the majority vote of all the members of the sangguniang bayan, t ordinances levying taxes, fees and charges, prescribing the rates thereof for general and specific purposes, and granting tax exemptions, incentives or relief;
 - iii. Subject to the provisions of Book II of this Code and upon the majority vote of all the members of the sangguniang bayan, authorize the municipal mayor to negotiate and contract and loans and other forms of indebtedness;
 - iv. Subject to the provision of Book II of this Code and applicable laws and upon the majority vote of all the members of the sangguniang bayan, enact ordinances authorizing the floating of bonds ort other instruments of indebtedness, for the purpose of raising funds to finance development projects;
 - v. Appropriate funds for the construction and maintenance or the rental of buildings for the use of the municipality and, upon the majority vote of all members of the sangguniang bayan, authorize the municipal mayor to lease to private parties such public buildings held in a proprietary capacity, subject to existing laws, rules and regulations;
 - vi. Prescribe reasonable limits and restraints on the use of property within the jurisdiction of the municipality;
 - vii. Adopt a comprehensive land use plan for the municipality: Provided, That the formulation, adoption, or modification of said plan shall be in coordination with the approved provincial comprehensive land use plan;

- viii. Reclassify land within the jurisdiction of the municipality, subject to the pertinent provisions of this Code;
 - ix. Enact integrated zoning ordinances in consonance with the approved comprehensive land use plan, subject to existing laws, rules and regulation establish fire limits or zones, particularly in populous centers, and regulate the construction, repair or modification of buildings within said fire limits or zones in accordance with the provisions of fire Code;
 - x. Subject to national law, process and approve subdivision plans for residential, commercial, or industrial purposes and other development purposes, and collect processing fees and other charges, the proceeds of which shall accrue entirely to the municipality: Provided, however, That, where approval by a national agency or office is required said approval shall not be withheld for more than thirty (30) days from receipt of the application. Failure to act on the application within the period stated above shall be deemed as approve thereof;
 - xi. Subject to the provisions of Book II of this Code, grant the exclusive privilege of constructing fish corrals or fish pens, or the taking or catching of bangus fry, prawn fry or kawag-kawag or fry of any species or fish within the municipal waters;
 - xii. With the concurrence of at least two-thirds (2/3) of all the members of the sangguniang bayan, grant tax exemptions, incentives, or relief to entities engaged in community growth-inducing industries, subject to the provisions of Chapter5, Title I, Book II of this Code;
 - xiii. Grant loans or provide grants to their local government units or to national, provincial and municipal charitable, benevolent or educational institutions, Provided, That said institutions are operated and maintained within the municipality;
 - xiv. Regulate the numbering of residential, commercial, and other buildings; and
 - xv. Regulate the inspection, weighing and measuring of articles of commerce.
3. Subject to the provisions of Book II of this Code, grant franchises, enact ordinances authorizing the issuance of permits or licenses or enact ordinances levying taxes, fees and charges upon such conditions and for such purposes intended to promote the general welfare of the inhabitants of the municipality, and pursuant to this legislative authority shall;
- i. Fix and impose reasonable fees and charges for all services rendered by the municipal government to private persons or entities;
 - ii. Regulate any business, occupation, or practice or profession or calling which does not require government examination within the municipality and the conditions under which the license for said business or practice of profession may be issued or revoked;
 - iii. Prescribe the terms and conditions under which the public utilities owned by the municipality shall be operated by the municipal government or leased to private persons or entities, preferably cooperatives;
 - iv. Regulate the display of and fix the license fees for signs, signboards, or billboards at the place where the profession or business advertised thereby is, in whole or in part, conducted;

- v. Any law to the contrary notwithstanding, authorize and license the establishments, operation, and maintenance of cockpits, and regulate cockfighting and commercial breeding of gamecocks: Provided, that existing rights should not be prejudiced;
 - vi. Subject to the guidelines prescribed by the Department of Transportation and Communications, regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality;
 - vii. Upon approval by the majority vote of all members of the sangguniang bayan, a franchise to any person, partnership, corporation, or cooperative to establish, construct, operate and maintain ferries, wharves, markets or slaughterhouses, or other similar activities within the municipality as may be allowed by applicable laws, Provided, That, cooperatives relative to the use of land, buildings of such a franchise.
4. Regulate activities relative to the use of land, buildings and structures within the municipality in order to promote the general welfare and for said purpose shall;
- i. Declare, prevent or abate any nuisance;
 - ii. Require the buildings and the premises thereof and any land within the municipality be kept and maintained sanitary condition; impose penalties for any violation thereof, or upon failure to comply with said requirement, have the work done and require the owner, administrator or tenant concerned to pay the expenses of the same; or require the filling up of any land or premises to a grade necessary for proper situation.
 - iii. Regulate the disposal of clinical and other wastes from hospitals, clinics and other similar establishments;
 - iv. Regulate the establishments, operation and maintenance of cafes, restaurants, beer houses, hotels, motels, inns, pension houses, lodging houses, and other similar establishments, including tourist guides and transports;
 - v. Regulate the sale, giving away or dispensing of any intoxicating malt, vino, mixed or fermented liquors at any retail outlet;
 - vi. Regulate the establishment and provide for the inspection of steam boilers or any heating device in buildings and the storage of inflammable and highly combustible materials within the municipality;
 - vii. Regulate the establishment, operation, and maintenance of entertainment or amusement facilities, including theatrical performance, circuses, billiard pools, public dancing schools, public dance halls, sauna baths, massage parlors, and other places of entertainment, particularly those which tend to disturb the community or annoy the inhabitants, or require the suspension or suppression of the same; or, prohibit certain forms of amusement or entertainment in order to protect the social and moral welfare of the community;
 - viii. Provide for the impounding of stray animals; regulate the keeping of animals in homes or as part of a business, and the slaughter, sale or disposition of the same, and adopt measures to prevent and penalize cruelty to animals; and
 - ix. Regulate the establishment, operation, and maintenance of funeral parlors and the burial or cremation of the dead, subject to existing laws, rules and regulations.

5. Approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities as provided for under Section 17 of this Code, and in addition to said services and facilities, shall;
 - i. Provide for the establishment, maintenance, protection, and conservation of communal forests and water sheds, tree parks, greenbelts, mangroves, and other similar forest development projects;
 - ii. Establishment markets, slaughterhouses or animal corrals and authorize the operation thereof, and regulate the construction and operation of private markets, talipapas, or other similar buildings and structures;
 - iii. Authorize the establishment, maintenance and operation of ferries, wharves, and other structures, and marine and seashore or offshore activities intended to accelerate productivity;
 - iv. Regulate the preparation and sale of meat, poultry, fish, vegetables, fruits, fresh dairy products, and other foodstuffs for public consumption;
 - v. Regulate the use of streets, avenues, alleys, sidewalks, bridges, parks and other public places and approve the construction, improvement, repair and maintenance of the same; establish bus and vehicle stops and terminals or regulate the use of the same by privately-owned vehicles which serve the public, regulate garages and the operation of conveyances for hire; designate stands to be occupied by public vehicles when not in use; regulate the putting up of signs, signposts, awning and awning posts on the streets; and provide for the lighting, cleaning and sprinkling of streets and public places;
 - vi. Regulate traffic on all streets and bridges, prohibit the putting up of encroachment or obstacles thereon, and when necessary in the interest of public welfare, authorize the removal of encroachments and illegal constructions in public places;
 - vii. Subject to existing laws, provide for the establishments, operation, maintenance, and repair of an efficient waterworks system to supply water for the inhabitants; regulate the construction, maintenance, repair and use of hydrants, pumps cisterns and reservoirs; protect the purity and quality of the water supply of the municipality and, for this purpose, extend the coverage of appropriate ordinances over all territory within the drainage are of the said water supply and within one hundred (100) meters of the reservoir, conduit, canal, aqueduct, pumping station, or watershed used in connection with the water service; and regulate the consumption, use of wastage of water;
 - viii. Regulate the drilling and excavation of the ground for the laying of water, gas, sewer, and other pipes and the construction, repair and maintenance of public drains, sewers, cesspools, tunnels, and other similar structures; regulate the placing of polls and the use of crosswalks, curbs, and gutter; adopt measures to ensure public safety against open canals, manholes, live wires and other similar hazards to life and property; and other similar structures in buildings and homes;
 - ix. Regulate the placing, stringing, attaching, installing, repair and construction of all gas mains, electric, telegraph and telephone wires, conduits, meters and other apparatus;

- and provide for the correction, condemnation or removal of the same when found to be dangerous, defective or otherwise hazardous to the welfare of the inhabitants;
- x. Subject to the availability of funds and to existing laws, rules and regulations, establish and provide for the operating of vocational and technical schools and similar post-secondary institutions and, with the approval of the Department of Education, Culture and Sports, fix and collect reasonable fees and other school charges on said institutions, subject to existing laws on tuition fees;
 - xi. Establish a scholarship fund for poor but deserving students residing within the municipality in schools located within its jurisdiction;
 - xii. Approve measures and adopt quarantine regulations to prevent the introduction and spread of diseases;
 - xiii. Provide for an efficient and effective system of solid waste and garbage collection and disposal and prohibit littering and placing of throwing of garbage, refuse and other filth and wastes;
 - xiv. Provide for the care of paupers, the aged and, the sick, persons of unsound mind, disabled persons, abandoned minors, juvenile delinquents, drug dependents, abused children and other needy and disadvantaged persons, particularly children and youth below eighteen (18) years of age and, subject to availability of funds, establish and provide for the operation of centers and facilities for said needy and disadvantaged persons;
 - xv. Establish and provide for the maintenance and improvement of jails and detention centers, institute sound jail management programs, and appropriate funds for the subsistence of detainees and convicted prisoners in the municipality;
 - xvi. Establish a municipal council whose purpose is the promotion of culture and the arts, coordinate with government agencies and non-governmental organizations and, subject to the availability of funds, appropriate funds for the support and development of the same; and
 - xvii. Establish a municipal council for the elderly which shall formulate policies and adopt measures mutually beneficial to the elderly and to the community; provide incentives for non-governmental agencies and entities and, subject to the availability of funds, appropriate funds to support programs and projects for the benefit of the elderly; and functions as may be prescribed by law or ordinance.

OFFICE OF THE SECRETARY TO THE SANGGUNIANG



MA. DAISY P. PARREÑO.
Secretary to the Sanggunian



JENNIVEL M. ALBARIO
Bookbinder II



JULIE ANN S. PRADAS
Job Hired

FRONTLINE SERVICES OF THE OFFICE OF THE SANGGUNIANG BAYAN

A. . APPROVAL OF APPLICATION FOR FRANCHISE OF TRICYCLE

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
Who may avail of the service : General Public

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit all requirements	Receive application for referral in the Sangguniang Bayan session and inform the schedule of committee hearing.	3 Minutes	SB Staff
2. Attend committee hearing	Review documents and conduct Orientation on Traffic Ordinances	1 Hour	SB Chairman Committee on Transportation and Communication
3.	Render Committee Report during session	10 Minutes	SB Chairman Committee on Transportation and Communication
4.	Approve Resolution Granting Franchise	10 Minutes	SB Members
5. Receive Resolution Granting Franchise	Release Resolution Granting Franchise	2 Minutes	SB Staff

B. . APPROVAL OF APPLICATION FOR SIMPLE SUBDIVISION OF LOT

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
Who may avail of the service : General Public

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit all requirements	Receive application for referral in the Sangguniang Bayan	3 Minutes	SB Staff
2. Attend Committee Hearing	Review documents	10 Minutes	Designate d SB Chairman for Subdivision Approval
3.	Render committee report during Session	10 Minutes	Designated SB Chairman for Subdivision Approval
4.	Approve Resolution Granting Franchise	10 Minutes	SB Members
5. Receive Resolution Approving Subdivision Plan	Release Resolution Approving Subdivision Plan	2 Minutes	SB Staff

C. APPROVAL OF MUNICIPAL ANNUAL/SUPPLEMENTAL BUDGETS

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : Local Government Unit / General Public
 What are the requirements : Annual and Supplemental Budget
 Duration : 3 weeks and 4 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of endorsement letter coming from the Municipal Budget Officer and MPDC	Copies of Annual/Supplemental Budget	2 Minutes	SB Staff Secretary to the Sanggunian
2. Wait for the approved resolution of confirmation	Review documents	3 weeks (Internal Rules of procedure, 3 reading principle)	Sangguniang Bayan Members
3. Get copy of approved resolution		2 minutes	SB Staff Secretary to the Sanggunian

D. CONFIRMING BARANGAY BUDGET

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 What are the requirements : Barangay Annual/Supplemental Budget
 Duration : 3 weeks and 4 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of endorsement letter coming from the Municipal Budget Officer and MPDC	Copies of Barangay Annual/Supplemental Budget	2 Minutes	SB Staff Secretary to the Sanggunian
2. Wait for the approved resolution of confirmation	Review documents	3 weeks (Internal Rules of procedure, 3 reading principle)	Sangguniang Bayan Members
3. Get copy of approved resolution		2 minutes	SB Staff Secretary to the Sanggunian

E. REQUEST OF APPROVED ORDINANCES/RESOLUTIONS

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 What are the requirements : Letter request
 Duration : 3 weeks and 5 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign Client logbook		2 Minutes	SB Staff Secretary to the Sanggunian
2. Submit letter request	Letter request	3 minutes	SB Staff
3. Get certified true copy of approved resolution/ordinances requested	Affix signature in the Logbook	3 minutes (May vary depending on the availability of electric power supply)	SB Staff Secretary to the Sanggunian

OFFICE OF THE MUNICIPAL TREASURER

- A. The treasurer shall take charge of the treasury office, perform the duties provided for under Book II of RA 7160, and shall:
- a. Advise the governor or mayor, as the case may be, the sanggunian, and other local government and National officials concerned regarding disposition of local government funds, and on such other matters relative to public finance.
 - b. Take custody of and exercise proper management of the funds of the local government unit concerned;
 - c. Take charge of the disbursement of all local government funds and such other funds the custody of which may be entrusted to him by law or other competent authority;
 - d. Inspect private commercial and industrial establishment within the jurisdiction of the local government unit concerned in relation to the implementation of tax ordinances, pursuant to the provisions under Book II of this Code;
 - e. Maintain and update the tax information system of the local government unit;
 - f. In the case of the provincial treasurer, exercise technical supervision over all treasury offices of component cities and municipalities; and
- B. Exercise such other powers and perform such duties and functions as may be prescribed by law of ordinance.

OFFICE OF THE MUNICIPAL TREASURER



ROMEO F. TABARNILLA.
Asst. Municipal Treasurer



JANET D. PEREMNE
Cashier II



RAYMUND CHRIS CANTARA
RCC III



VIRGILIO E. GECANA
Rep. Machine Operator III (A)



MA. LOURDES P. MARTINEZ
Tax Mapping Aide



JOEL P. NGIRNGIR
Engineering Aide



NANETTE DABLEO
Bookbinder II



EDUARD PASTOLERO
Ticket Checker

FRONTLINE SERVICES

OFFICE OF THE MUNICIPAL TREASURER

A. COLLECTION OF REAL PROPERTY TAXES and ISSUANCE OF TAX CLEARANCE

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 13 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Go to counter 2 for the computation of Real Property Tax Due	Please present your previous tax receipt or Lot Number or declared owner	3 minutes	Lourdes Martinez Eduard Pastolero Janet Peremne Raymund Chris Cantara Joel Nginggir
2. Pay the amount indicated in the bill and get official receipt	Payment of Real Property Taxes in Installments: 1 st Installment-on or before march 31 2 nd Installment-on or before June 30 3 rd Installment-on or before September 30 4 th Installment-on or before December 31 Discount: 10% discount on prompt payment 20% discount on advance payment	5 minutes	Lourdes Martinez Eduard Pastolero Janet Peremne Raymund Chris Cantara Joel Nginggir
3. Issuance of Tax Clearance	Official Tax receipts full payment-current year	5 minutes	Lourdes Martinez Eduard Pastolero Janet Peremne Raymund Chris Cantara Joel Nginggir

B. COLLECTION OF BUSINESS TAXES AND OTHER REGULATORY FEES

➤ Issuance of Community Tax Certificate

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 3 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1.1 Proceed to Business taxes and other Regulatory fees section and fill up data form (W1)	For individual/ fill-up forms provided by the Office. For Business (Secure application form from Licensing Office and latest OR	3 minutes	Lourdes Martinez Eduard Pastolero Janet Peremne Raymund Chris Cantara Joel Ngirngir

C. ISSUANCE OF PROFESSIONAL TAX RECEIPTS

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 7 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
2.1 Proceed to Business Taxes and other regulatory fees counter (W1)	Professional Regulation Commission Identification Card	3 Minutes	Lourdes Martinez Eduard Pastolero Janet Peremne Raymund Chris Cantara Joel Ngirngir
2. Pay the required fee		3 minute	Lourdes Martinez Eduard Pastolero Janet Peremne Raymund Chris Cantara Joel Ngirngir
2.3 Get official receipt		2 minutes	Lourdes Martinez Eduard Pastolero Janet Peremne Raymund Chris Cantara Joel Ngirngir

D. ISSUANCE OF OFFICIAL RECEIPTS (Regulatory Fees)

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 10 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1.1 Mayor's Clearance	Present your Barangay Clearance and CTC	3minutes	Collection Clerk
1.2 Pay the required fee		2 minutes	Collection Clerk
PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
2.1 Issuance of Official Receipts for Medical Cert and other Laboratory fees from Mina Health Center and Issuance of OR for Civil Registry Documents	Present your Charge Slip from the Rural Health Center	3 minutes	Collection Clerk
2.2 Pay the required fee		2 minutes	Collection Clerk

E. COMPUTATION AND PAYMENT OF BUSINESS TAX and REGULATORY MUNICIPAL PERMIT

THE SERVICE:

Any individual or corporation, who establishes, operate, conduct or maintain their respective business within the Municipality is required . Taxpayers may choose to pay on an annual or quarterly, payments of business taxes.

Duration :16 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
3.1 Proceed to Business tax and regulatory Fees counter(W1)for the computation of business tax due	Accomplished business application form from Permits and Licensing Office	8 minutes	Collection Clerk
3.2 Pay the tax due as indicated in the Statement of Account	For Installment: 1 st qtr-on or before Jan. 20 2 nd qtr-on or before April 20 3 rd qtr.-on or before July 20 4 th qtr-on or before October 20	5 minutes	
	Note: Failure to pay within the time required shall subject the taxpayer to a surcharge of twenty-five (25%) of the original amount due		
3.3 Signing of business permits in the application form of the Municipal Treasurer	Application form with corresponding Official Receipts	3 minutes	Municipal Treasurer

MEO - OPERATION OF MARKET & SLAUGHTERHOUSE



EMILYN P. FONTANILLA
OIC Market Supervisor



REY G. PRESIDENTE
Engineering Aide



MA. ELENA DE LA CRUZ
Bookbinder II



ROEL V. PELAEZ
Engineering Aide



ROMEO A. MOGATO
Utility Worker I (B)



DIONISIO C. PATANI JR.
Utility Worker I (B)

ROLANDO P. FALALIMPA
Utility Worker I (B)

OFFICE OF THE MUNICIPAL ACCOUNTANT

- a. The accountant shall take charge of both the accounting and internal audit of the local government unit concerned and shall:
1. Install and maintain an internal audit system in the local government unit concerned;
 2. Prepare and submit financial statement to the mayor, and to sanggunian;
 3. Appraise the sanggunian and other local government officials on the financial condition and operations of the local government unit concerned;
 4. Certify to the availability of budgetary allotment to which expenditures and obligations may be properly charged;
 5. Review supporting document before preparation of vouchers to determine completeness of requirements
 6. Prepare statements of cash advances, liquidation, salaries, allowances reimbursements and remittances pertaining to the local government unit
 7. Prepare statements of journal vouchers and liquidation of the same and other adjustments related thereto;
 8. Post individual disbursements to the subsidiary ledger and index cards;
 9. Maintain individual ledgers for officials and employees of the local government unit pertaining to payrolls and deductions;
 10. Record and post in index cards details of purchased furniture, fixtures, and equipment, including disposal thereof, if any;
 11. Account for all issued requests for obligations and maintain and keep all records and reports related thereto; And
 12. Exercise such other powers and perform such other duties and functions as may be provided by law or ordinance.

OFFICE OF THE MUNICIPAL ACCOUNTANT



ELEANOR P. PASUQUIN
OIC – Mun . Accountant



REYNA D. SOBREVEGA
Registration Officer II



EVELYN P. GANADO
Senior Bookkeeper



JON CLEMENT A. GRABATO
Bookbinder III



MA. LOURDES M. MANCIL
Bookbinder II



VILMA M. CORDERO
Ticket Checker

A. ISSUANCE OF CERTIFICATION ON NET PAY AND BIR FORM 2316

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : Municipal Officials & Employees
 Duration : 5 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		3 Minutes	Accounting Staff
2. Get requested documents		2 Minutes	Accounting Staff OIC Municipal Accountant

B. ISSUANCE OF CHECK ON BARANGAY DISBURSEMENTS

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : Barangay Treasurer
 Duration : 50 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook	Travel Order	3 Minutes	Accounting Staff OIC Municipal Accountant
2. Presentation of documents for inspection as to completeness	Disbursement Vouchers with supporting documents	10 Minutes	Accounting Staff OIC Municipal Accountant
3. Get requested check for approved disbursements		2 Minutes	Accounting Staff OIC Municipal Accountant
4. Preparation of Accountant's Advice	Approved disbursement vouchers with check	20 minutes	Accounting Staff OIC Municipal Accountant
5. Validation of Checks with advice	Check for approved disbursement of copy of accountant's advice	15 minutes	Accounting Staff OIC Municipal

OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

1. Formulate integrated economic, social, physical, and other development plans and policies for consideration of the local government development councils;
2. Conduct continuing duties, researches, and training program necessary to plans and programs from implementations;
3. Integrate and coordinate all sectoral plans and duties undertaken by the different functional groups or agencies;
4. Monitor and evaluate of the different development programs, projects, and activities in the local government unit
5. concerned in accordance with the approved development plan;
6. Prepare comprehensive plans and other planning documents for the consideration of the local development council;
7. Analyze the income expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the committee of the local government unit concerned as provided under Title Five, Book II of this Code;
8. Promote people participation in the development planning within the local government unit concerned;
9. Exercise supervision and control over the secretariat of the local development unit concerned;
10. Exercise such other powers and perform such other functions and duties as may be prescribed by the law or ordinance.
11. Take charge of the implementation of NHIP indigent component.

OFFICE OF THE MUNICIPAL PLANNING DEVELOPMENT COORDINATOR



LUISA A. ALFIN
Engineer II

FRANCIS P. LEGO
Job Hired

CHERYL B. FERNANDEZ
Job Hired

FRONTLINE SERVICES

OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

A. PROVISION OF TECHNICAL INFORMATION

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 21 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook	Valid Identification Card	3 Minutes	MPDC Staff
2. Undergo brief background interview (if needed)		5 Minutes	MPDC Staff
3. Get order of payment and pay required fees at the Office of the Municipal Treasurer	Order of payment Schedule of fees: a. P5.00 per page of Photocopy/hard copy b. P15.00/CD Form	10 Minutes Depends on volume of data requested Minimum of 1 minute per page of documents	Collection Clerk at the Municipal Treasurer's Office
4. Get Requested data		3 Minutes	MPDC Staff

B. PROVISION OF TECHNICAL ASSISTANCE IN THE PREPARATION OF PROJECT PROPOSALS AND TRAINING DESIGNS

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : Punong Barangay/LGU Dep't Heads/Nat'l Agencies
 Duration : 7 working days and 15 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook	Valid identification card	3 Minutes	MPDC Staff
2. Undergo interview	Request letter	10 Minutes	MPDC Staff MPDC
3. Wait for the preparation of project proposal/training design		7 Working Days	MPDC Staff. MPDC
4. Get documents		2 Minutes	MPDC Staff. MPDC

MUNICIPAL ENGINEERING OFFICE

The engineer shall take charge of the engineering office and shall;

- a. Initiate, review and recommend in policies and objectives, plans and programs, techniques, procedures and practices in infrastructure development and public works in general of the LGU concerned;
- b. Advise the governor or mayor, as the case may be, on infrastructure, public works, and other engineering matters;
- c. Administer, coordinate, supervise, and control the construction, maintenance, improvement, and repair of roads, bridges, and other
- d. Engineering and public works projects of the LGU concerned;
- e. Provide engineering services to the LGU concerned, including investigation studies, and project management; and;
- f. In the case of the provincial engineer, exercise technical supervision over all engineering offices of component cities and municipalities.
- g. In the case of the provincial engineer, exercise technical supervision over all engineering offices of component cities and municipalities.

OFFICE OF THE MUNICIPAL MUNICIPAL ENGINEER OFFICER



LICERIO C. PATINGO
Department Head



GERMAN D. SALANIO
Environmental Mgt. Specialist



RONNEL S. ACANA
Electrician II



EDUARDO S. PEÑAFLORIDA
Carpenter II



ROY M. GONZALES
Engineering Aide



JERONE SIERVO
Engineering Aide



EVAN JOHN D. GONZALES
Driver I



FELIX MAHILUM
Driver I



THOMAS WILSON PATANI
Driver I

FRONTLINE SERVICES
OFFICE OF THE MUNICIPAL ENGINEER

A. ISSUANCE OF ZONING CLEARANCE FOR BUILDING PERMIT

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 48 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		3 Minutes	Zoning Administrator
2. Submit pertinent documents for review and assessment. Then get order of payment	a. Application form for zoning clearance, duly notarized (3 copies) b. Perspective duly signed by an architect (1 copy) c. Lot plan (1 copy) d. Bill of materials (1 copy) e. Technical specification (1 copy) f. Structural analysis if multi-purpose building (1 copy) g. Transfer certificate of title (TCT) of deed of sale (1 copy) h. Real property tax declaration (1 copy) i. Certificate of real property tax Payment j. If lot is not owned:) Contract of lease (1 copy)) Authorization to occupy lot/affidavit (2 copies)	30 Minutes	Zoning Administrator
3. If requirements completed pay the required fee at the Office of the Municipal Treasurer		10 Minutes	Collection Clerk at the Municipal Treasurer's Office
4. Get your requested document duly signed by Municipal Zoning Administrator	Official Receipt	5 Minutes	Zoning Administrator

B. ISSUANCE OF BUILDING PERMIT

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM

Who may avail of the service : General Public

Duration : 1 hour and 18 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		3 Minutes	Engineer I/Building Official
2. Submit requirements	<ul style="list-style-type: none"> a. Barangay clearance b. Community tax certificate c. Five (5) sets of plans, specifications and estimated cost d. Boring test and plate load Test (3 or more storey building) e. Structural Analysis of Two (2) storey building 	15 Minutes	Engineer I/Building Official
3. If requirements completed pay building permit fee at the Office of the Municipal Treasurer while your documents are being processed	Order of payment and computation	40 Minutes	Collection Clerk at the Municipal Treasurer's Office
4. Get approved building permit	Official receipt	20 Minutes	Engineer I/Building Official

C. ISSUANCE OF OCCUPANCY PERMIT

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM

Who may avail of the service : General Public

Duration : 1 hour and 58 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		3 Minutes	Engineer I/Building Official
2. Submit requirements	<ul style="list-style-type: none"> a. Certificate of completion b. Construction logbook c. As-built plans 	30 Minutes	Engineer I/Building Official
3. Get schedule of building inspection.		1 Hour on site inspection	Engineer I/Building Official
4. Pay the required fees at the Office of the Municipal treasurer while your documents are processed prior to the Issuance of Occupancy Permit	Order of payment	15 Minutes	Collection Clerk at the Municipal Treasurer's Office
5. Get approved occupancy permit.	Official receipt	10 Minutes	Engineer I/Building Official

OFFICE OF THE MUNICIPAL ASSESSOR



DORY P. EMELO
Municipal Assessor



LAILA S. PATRIARCA
Data Controller IV

OFFICE OF THE MUNICIPAL ASSESSOR

The Office of the Municipal Assessor shall exercise and perform following powers and functions:

1. Ensure that all laws and policies governing the appraisal and assessment of real properties for taxation purposes are properly executed;
2. Initiate, review and recommend changes in the policies and objectives, plans and programs techniques, procedures and practices in the valuation and assessment of real properties for taxation purposes
3. Establish a systematic method of real property assessment;
4. Install and maintain a real property identification and accounting system;
5. Prepare, install and maintain a system of tax mapping, showing graphically all property subject to assessment and gather all data concerning the same;
6. Conduct frequent physical surveys to verify and determine whether all real properties within the Municipality are properly listed in the assessment rolls;
7. Exercise the functions of appraisal in the local government unit concerned;
8. Prepare a schedule of fair market value for the different classes of real properties in accordance with Title Two under Book II of this Code
9. Issue upon request of any interested party, certified copies of assessment records of real property and all other records relative to its assessment, upon payment of a service charge or fee to the treasurer;
10. Submit every semester a report of all assessments, as well as cancellations and modifications of assessments to the local chief executive and the sanggunian concerned;
11. In the case of the assessor of the component city or municipality, attend personally or through as authorized representative, all session of the local board of assessment appeals whenever his assessment is the subject of the appeal, and present or submit any information or record in his possession as may be required by the board; and
12. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.
13. Provide efficient and effective assessment delivery services to clientele using mechanized assessment system
14. Establish mechanized assessment data bank preparatory to the next general revision.

FRONTLINE SERVICES

OFFICE OF THE MUNICIPAL ASSESSOR

A. PROCESSING OF SIMPLE TRANSFER OF REAL PROPERTY

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : All property owners in the municipality
 Duration : 2 days, 1 hour and 38 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client's logbook		3 minutes	LAILA PATRIARCA
2. Present requirements (If requirements are complete, staff verifies & Identifies property number	(2 copies each) a. Deed of Conveyance (Sale, Quitclaim, etc.) b. Present Real Property Tax Receipt (transferred Property) c. Photocopy of Title (Certified True copy from registry of Deeds) d. Certificate of Registration from BIR (payment of capital Gains tax/Estate tax, etc.) e. Transfer Tax Receipt of the Property f. Residence Certificate	30 Minutes	LAILA PATRIARCA
3. Prepare FAAS of the corresponding assessment transactions & Municipal Assessor reviews signs Field Appraisals & Assessment Sheet (FAAS) for submission to Prov'l Assessor's Office for Approval.	FAAS	60 Minutes (May vary depending upon the volume of the transaction and the accessibility of the computer server.	LAILA PATRIARCA DORY P. EMELO
4. Municipal Assessor submit FAAS to Prov'l Assessor's for Approval	FAAS	Maximum of 2 days	Provincial Assessor
5. When approved FAAS returned to Office of the Municipal Assessor client's can now get the updated owner's copy of Tax declaration		5 Minutes	LAILA PATRIARCA

B. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION AND OTHER CERTIFICATIONS

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : All property owners in the municipality
 Duration : 35 Minutes may vary depending on the volume of transactions

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	LAILA PATRIARCA
2. Wait while request is verified on the database of Real Property Assessment System (computer-based real property records). A copy of tax declaration and/or certification is printed. Municipal Assessor or authorized signatory reviews and signs the requested certifications.	Updated Tax Receipt	20 Minutes (May vary depending on the number of transactions and clients)	LAILA PATRIARCA
3. Pay required fees at the Treasurer's Office	Order of Payment Certification Fee of P50.00/copy	8 Minutes	LAILA PATRIARCA
4. Get certified true copy of tax declaration and /or certification	Official Receipt	5 Minutes	LAILA PATRIARCA DORY P. EMELO

OFFICE OF THE MUNICIPAL AGRICULTURAL OFFICER



XYKSTER C. PELAEZ
OIC – Mun. Agriculturist



HERMINIA D. GESTALAO
Meat Inspector III



LORNE P. PALORMA
Administrative Officer I



DARWIN A. ALFIN
Agricultural Technician II



CYRIL L. ESPINO
Farm Foreman



GEORGE LABRADOR
Agricultural Technician I



MARY JEAN GATPOLINTAN
Administrative Aide II



ERWIN RAMIREZ
Administrative Aide II

MUNICIPAL AGRICULTURE OFFICE

1. Formulate measures for the approval of the Sanggunian and provide technical assistance and support to the governor:
2. Develop plans and strategies and implement the same upon approval.
3. Ensure that maximum assistance and access to resources in the production, processing and marketing of agricultural and aqua cultural and marine products are extended to farmers, fisherman and local entrepreneurs;
4. Conduct or cause to be conducted location specific agricultural researches and assist in making available the appropriate technology arising out of plant diseases and pests, and other agricultural matters which will maximize productivity;
5. Assist the mayor in the establishment and extension services of the demonstration farms or aqua-culture and marine products;
6. Enforce rules and regulation relating to agriculture and aqua-culture;
7. Coordinate with government agencies and NGO which promote agricultural productivity through appropriate technology compatible with environment integrity;
8. Be in the frontline of delivery of basic agricultural services, particularly those needed for the survival of the inhabitants during and in the aftermath of man-made and natural disasters.
9. Conduct animal health care and management / Rabies Control.
10. Recommend to the sanggunian and advise the governor or mayor, as the case maybe on all other matters related to agriculture and aqua culture which will improve the livelihood and living conditions of the inhabitants;
11. Exercise such other matters and perform such other duties and functions as may be prescribed by law or ordinance.

OFFICE OF THE MUNICIPAL AGRICULTURIST

A. PROVISION OF TECHNICAL ASSISTANCE ON CROP POULTRY/LIVESTOCK AND FISH PRODUCTION

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 1 hour and 3 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
Sign in the client logbook (Walk-in)	Farmer's Identification Card (ID)	3 Minutes	LORNE PALORMA HERMINIA GESTALAO
<ul style="list-style-type: none"> o Obtain information or technical assistance on: o Crop production technology o Pest and Disease Management o Soil conservation (organic farming) o Water Management o Post Harvest Facilities o Demonstration/ Trails o Promotion and Development of Fresh Water Fish Culture 		1 hour	LORNE PALORMA HERMINIA GESTALAO XYKSTER C. PELAEZ

B. PROVISION OF TECHNICAL ASSISTANCE ON FERTILIZER RECOMMENDATION

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 43 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Fill-up Service Data Form	Farmer's Identification Card (ID)	3 minutes	Agricultural Technician assigned in your barangay
2. Submit/fill-up the needed data Agricultural Technologist will interview the farmer while encoding the response to the computer	Answer the exact amount of inputs/fertilizer used	30 minutes	Agricultural Technician assigned in your barangay
3. Wait for the result of fertilizer recommendation Agricultural Technologist will present/discuss the data result to farmer	Listen for data interpretation	10 minutes	

C. ISSUANCE OF CERTIFICATION

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 33 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in client logbook/ Fill-up Service Data Form	Identification Card (ID)	3 Minutes	Municipal Agriculture Staff
2. Secure certification receipt	Pay to the Treasurer's office	10 minutes	Collection clerk at the Municipal Treasurer's Office
3. Wait for the certification duly signed by the concerned Certifying officer		20 Minutes	Municipal Agriculture Staff

D. RICE SEED SUBSIDY

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : Master listed Farmers
 Duration : 4 days, 3 hours and 25 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Request for availment of certified rice seeds	Interview and advise client to proceed to agriculture technician assigned in the area	5 Minutes	Agriculture Technician
2.	Verify name of client in the master list	3 minutes	Agriculture Technician
3.	Inform client to pay the corresponding farmer's equity	3 minutes	Agriculture Technician
4. Pay corresponding farmer's equity	Receive payment	3 minutes	Agriculture Technician
5.	Request client to sign in the master list form	2 minutes	Agriculture Technician
6. Sign in the master list	Assist in the signing	2 minutes	Agriculture Technician
7.	Consolidate no. of sacks of seeds to be procured	5 minutes	Agriculture Technician
8.	Submit consolidated masterlist to the Provincial agriculture Office	One half day	Agriculture Technician Municipal Agriculturist
9.	Sign masterlist and release issue slip	5 minutes	Provincial Agriculture Office
10.	Deposit amount equity to the number of bags needed	5 days	Agriculture Technician Municipal Agriculturist
11.	Present deposit slip and issues slip to seed growers cooperative at Hamungaya, Jaro, Iloilo City	One half day	Agriculture Technician Municipal Agriculturist
12.	Issue Official Receipt to AT/MA	1 hour	Seed grower cooperative staff
13.	Release seeds to MA/AT	2 hours	Seed grower cooperative staff
14.	Receive seeds from seed growers cooperative	20 minutes	Agriculture Technician Municipal Agriculturist
15. Receive Certified Seeds	Release seeds to farmers	5 minutes	Agriculture Technician

E. RAT POISON MIXING

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
Who may avail of the service : General Public
Duration : 9 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the Client	Present materials needed for rat poison mixing	5 Minutes	Agriculture Technician
2. Affix signature in the masterlist		2 minutes	Agriculture Technician
3. Release mixed materials		2 Minutes	Agriculture Technician

F. VEGETABLE SEEDS DISTRIBUTION

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
Who may avail of the service : General Public
Duration : 12 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the Client	Request for available seeds	2 Minutes	Agriculture Technician
2. Release seeds	Affix signature in the logbook	2 Minutes	Agriculture Technician

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

1. The Social Welfare & Development Officer is mandatory for the provincial and city government and optional for municipal government.
2. The Social Welfare Officer shall take charge of the Office on Social Welfare and Development Services and shall;
 - i. Formulate measures for the approval of the Sanggunian and provide technical assistance and support to the mayor, as the case maybe, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to social welfare and development services;
 - ii. Develop plan and strategies and upon approval thereof by the mayor, as the case maybe, implement the same particularly those which have to do with social welfare programs and projects which the mayor is empowered to implement;
 - iii. Identify the basic needs of the needy, disadvantaged and the impoverished and develop and implement appropriate measures to alleviate their problems and improve their living conditions;
 - iv. Provide relief and appropriate crisis intervention for victims of abuse and exploitation and recommend appropriate measures to determine further abuse and exploitation;
 - v. Assist the mayor, as the case maybe, in implementing the barangay level programs for the development and protection of children up to six (6) years of age;
 - vi. Facilitate the implementation of welfare programs for the disabled, elderly, and victims of drug addiction, the rehabilitation of prisoners and parolees, the prevention of juvenile delinquency and such other activities which would eliminate or minimize the ill-effects of poverty;
 - vii. Initiate and support youth welfare programs that will enhance the role of the youth in nation building;
 - viii. Coordinate with government agencies and non-governmental organizations which have for their purpose the promotion and the protection of all needy, disadvantaged, under privilege or impoverished groups or individuals particularly those identified to vulnerable and high risk to exploitation, abuse and neglect;
 - ix. Be in the frontline of service delivery, particularly those which have to do with immediate relief during and assistance in the aftermath of man-made and natural disaster and natural calamities;
 - x. Recommend to the Sanggunian and advice the mayor, as the case maybe, on all the matters related to social welfare and development services which will improve the livelihood and living conditions of the inhabitants;
 - xi. Exercise such other powers and perform such other duties and functions as the case maybe prescribed by law or ordinances.

OFFICE OF THE MSWD



PERLA P. PARRENO
MSWDO



GLENNA C. ALUDIA
Social Welfare Officer II



GLEMA P. OCTAVIO
Day Care Worker II



CEZAR IAN S. SOLIVIO
Social Welfare Assistant



ROSEMARIE G. FANO
Social Welfare Aide



SUZELLE G. PINEDA
Social Welfare Aide



JENNIFER VISCAYA
Social Welfare Aide



MELINDA MALINAG
Job - Hired

OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER

FRONTLINE SERVICES

A. PROVISION OF ASSISTANCE FOR INDIVIDUAL IN CRISIS SITUATION

The Service: Provision of Timely and Appropriate aid to individual/families in extreme difficulty brought about by a stressful situation

Please follow these steps	You will need to present/pay	It will take you	Please approach
1. Sign client logbook		3 minutes	Guard on Duty
2. General intake sheet		5 minutes	Suzelle Pineda- SWA Cezar Ian Solivio- SWA
3. Intake Interview	<ul style="list-style-type: none"> J Family Assistance Card J Medical/Burial Certificate J Certificate of Indigency signed by the Punong Barangay J Certificate of Eligibility signed by the client 	15 minutes	Suzelle Pineda- SWA Cezar Ian Solivio- SWA Glenna Aludia- SWO II Perla Parreño- MSWDO
4. Processing of Papers	<ul style="list-style-type: none"> J Required Documents (funeral contract, OSCA ID) J Payment of Certificate of Indigency from DSWD at the Treasurer's office J Issuance of Certificate of Indigency 	10 minutes	Suzelle Pineda- SWA Cezar Ian Solivio- SWA Glenna Aludia- SWO II Perla Parreño- MSWDO
5. Making of Case Study	<ul style="list-style-type: none"> J Case study formulation with its corresponding evaluative results and recommendations 	1 day	Suzelle Pineda- SWA Cezar Ian Solivio- SWA Glenna Aludia- SWO II Perla Parreño- MSWDO
6. Processing of Documents for Signature of Social Workers and LCE	<ul style="list-style-type: none"> J Case Study and Certificate of Eligibility 	1 hour	Client Cezar Ian Solivio- SWA Glenna Aludia- SWO II Perla Parreño- MSWDO HON. REY P. GRABATO- Mayor
7. Get financial assistance at the Treasurer's office/ Release of rice assistance	<ul style="list-style-type: none"> J Rice for non-Senior Citizen J 2,000 cash assistance for Senior Citizens J Medical-Referrals (financial) 	5 minutes	Janet Peremne MTO for cash assistance MSWDO for rice assistance

B. ISSUANCE OF SENIOR CITIZEN'S IDENTIFICATION CARD

The Service: Senior Citizen's card is issued to all Minanhon residents reaching the age of sixty (60) years old. This card is used to avail of discounts as prescribed for under the Expanded Senior Citizen's Act of 2003 (RA 9257).

Please follow these steps	You will need to present/pay	It will take you	Please approach
1. Get application form at OSCA office-Punong Barangay of your respective Barangay or the Kagawad-Chairman on Social Services and accomplish the form) Birth Certificate) Certificate of Residency duly signed by the Punong Barangay	5 minutes	Punong Barangay Barangay Kagawad Chairman on Social Services Virginia Borra OSCA Head Rosemarie Fano SWA
2. Go to the office of the Senior Citizen's affairs for the issuance of ID/Booklet, signature of OSCA head, MSWDO and Mayor) Accomplished application form and its signatories	3 minutes	Virginia Borra OSCA Head Rosemarie Fano SWA Perla Parreño MSWDO HON. REY P. GRABATO Municipal Mayor
3. Get Identification Card/Booklet) Approved application form	3 minutes	Rosemarie Fano SWA

C. ISSUANCE OF SOLO PARENT AND PERSON WITH DISABILITY IDENTIFICATION CARD

The Service: The Identification cards are issued to Solo Parent/PWDs as embodied in the Solo Parent Act (RA 8972) and the Magna Carta for PWD (RA 7277)

Please follow these steps	You will need to present/pay	It will take you	Please approach
1. Sign client logbook		3 minutes	Guard on Duty
2. General intake sheet		5 minutes	Suzelle Pineda- SWA Cezar Ian Solivio- SWA
3. Accomplish application form after which you will be interviewed) For Solo Parent: Proof of being a Solo Parent (Certification duly signed by the Punong Barangay signifying being Solo Parent, Birth Certificate of the dependents, and accomplish application form) Any of the following: court decision of annulled marriage, death certificate of spouse, CENOMAR, Certification from DOLE) For PWD: Certification form from the Doctor specifying the disability, Identification picture and accomplish application form	3 minutes	Cezar Ian Solivio- SWA For Solo Parent Glenna Aludia- SWO II Rosemarie Fano- SWA For PWD
4. Processing and Release of Identification Card (signature of LCE)) Application Form duly accomplished by the client	10 minutes	HON. REY P. GRABATO Municipal Mayor

D. ISSUANCE OF PRE-MARRIAGE COUNSELING CERTIFICATE

The Service: The Pre Marriage Counseling Certificate is a pre-requisite for those applying for a marriage license.

Please follow these steps	You will need to present/pay	It will take you	Please approach
1. Ask for the schedule of the seminar before hand and set appointment for the counseling session		3 minutes	Guard on Duty Glenna C. Aludia- SWO II / PMC Counselor
2. Secure application form and fill –up accordingly		3 minutes	Glenna C. Aludia- SWO II / PMC Counselor
3. fill-up questionnaires) Accomplished application form	30 minutes	Glenna C. Aludia- SWO II / PMC Counselor
4. Counseling) Accomplished questionnaires	1 hour	Jera Mae Alojado PPO I / PMC Counselor Mary June Urbino Midwife I / PMC Counselor Glenna C. Aludia- SWO II / PMC Counselor
5. Processing and Release of PMC Certificate (signature of PMC Counselors)) Attended Counseling session	5 minutes	

Pre-Marriage Counseling is scheduled every 1st and 3rd Thursday of the Month from 8:00 AM to 12:00 noon.

E. COMMITMENT OF CICL / CAR /WOMEN, FAMILY AND CHILDREN IN CRISIS SITUATION AT BALAY PAGLAUM

The Service: Protective and rehabilitative service to CAR, Women, Children and Family in Crisis Situation, transitory Home for Children in Conflict with the Law.

Please follow these steps	You will need to present/pay	It will take you	Please approach
1. Referral) Contact the Center Head or MSWDO regarding procedures and guidelines upon commitment in the Center	3 minutes	Glenna Aludia- SWO II Perla Parreño- MSWDO
2. Pre Case Conference) For Municipalities: Memorandum of Agreement) Secure appointment date	30 minutes	Glenna Aludia- SWO II Perla Parreño- MSWDO
3. Submission of Documents) Memorandum of Agreement signed by both parties (for municipalities)) Blotter report/ Court Order) Social Case Study Report) Birth & Medical Certificate) School Records (if in school)) Referral Letter	10 miutes	Cezar Ian Solivio – SWA Glenna Aludia- SWO II Perla Parreño- MSWDO
4. Validation of Documents and Intake Interview) Checking of Completeness and veracity of the documents	30 minutes	Cezar Ian Solivio – SWA Glenna Aludia- SWO II
5. Case Conference with Parents , Referring Social Worker, WCPD and Center Social Workers) Signing of Admission Documents	1 hour	Cezar Ian Solivio – SWA Glenna Aludia- SWO II Perla Parreño- MSWDO

MUNICIPAL CIVIL REGISTRAR OFFICE

1. The Civil Registrar shall be responsible for the civil registration program in the local government unit concerned, pursuant to the civil Registry Law, the Civil code and other pertinent laws rules and regulations issued to implement them;
2. The Civil Registrar shall take charge of the Office of the Civil Registry and shall develop plans and strategies and upon approval thereof by the governor or mayor, as the case may be, implement the same, particularly those which have to do with civil registry programs and projects which the mayor is empowered to implement and which the Sanggunian is empowered to provide for under this code;
3. In addition to the foregoing duties and functions, the civil registrar shall accept all registrable document and judicial decrees affecting the civil status of persons;
4. Shall file and preserve in a secure place the books required by law;
5. Transcribe and enter immediately upon receipt all registrable documents and judicial decrees affecting the civil status of persons in the appropriate civil registry books;
6. transmit to the Office of the Civil Registrar-General within the prescribed period, duplicate copies of registered documents required by law;
7. Issue certified transcript of copies of any certificate or registered documents upon payment of the prescribed fees to the treasurer;
8. Receive applications for the issuance of marriage license and, after determining that the requirements and supporting certificates and publication thereof for the prescribed period have been complied with; issue the license upon payment of the authorized fee to the treasurer;
9. Coordinate with the National Statistics Office in conducting educational campaigns for vital registration and assist in the preparation of demographic and other statistics for the local government unit concerned;
10. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance;

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR



MARIA C. TOMO
Municipal Civil Registrar



LENIE S. PROVIDO
Bookbinder IV



BENJE S. PELOBELLO
Bookbinder II

A. ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 14 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Wait for verification of the availability of the civil registry documents civil registry book and get order of payment		5 Minutes	MCR Staff
3. Pay the required fee at the Office of the Municipal Treasurer	Order of payment Local: P50.00/copy	5 Minutes	Collection Clerk at the office of the municipal Treasurer
4. Get your requested document duly signed by Municipal Civil Registrar or authorized signatories	Official Receipt	2 Minutes	MCR Staff

B. REGISTRATION OF BIRTH AND MARRIAGE CERTIFICATES

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 7 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Submit documents for review	For registration of Birth: J Certificate of live birth For registration of marriage J Certificate of marriage	3 Minutes	MCR Staff
3. Get certificate of live birth or certificate of marriage duly signed by the Municipal Civil Registrar		2 Minutes	MCR Staff

C. REGISTRATION OF DEATH CERTIFICATES

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 15 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Submit documents for review and get order of payment	<ul style="list-style-type: none"> o Death certificate o Approved transfer permit from the Municipal Health Office if the cadaver will be transferred from the Municipality to another municipality / city o Schedule of Fees: Burial permit P20.00 Transfer permit:P25.00 	2 Minutes	MCR Staff Municipal Civil Registrar
3. Pay the required fee at the Office of the Municipal Treasurer	Order of payment	5 Minutes	Collection Clerk at the Office of the Municipal Treasurer
4. Wait for the preparation and registration of the death certificate (DC)		5 Minutes	MCR Staff
5. Get approved death certificate	Official Receipt	1 Minute	MCR Staff Municipal Civil Registrar

D. APPLICATION FOR DELAYED REGISTRATION OF BIRTH, MARRIAGE AND DEATH

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 10 days and 18 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Submit documents for review	<p>For delayed registration of Birth:</p> <ul style="list-style-type: none"> a. National Statistics Office negative result of registration b. Baptismal Certificate/voters registration record c. Certificate of Live Birth (prepared by hospitals, midwives, nurses or attending physicians) <p>For delayed registration of Marriage:</p> <ul style="list-style-type: none"> a. National Statistics Office negative result of registration b. Copy of Certificate of Marriage c. Affidavit of two disinterested persons <p>For delayed registration of Death:</p> <ul style="list-style-type: none"> a. National Statistics Office negative result of registration b. Certificate of Burial Rites from Church c. Affidavit of two disinterested persons d. Certificate of Death (prepared by hospitals, attending physicians, health officers) 	10 Minutes	MCR Staff Municipal Civil Registrar
3. Return after 10 working days and get request of Payment	<p>Schedule of Fees:</p> <p>Birth Certificate (age x P5 +P30 penalty)</p> <p>Marriage Certificate P25-1st month + P5 every month</p> <p>Death Certificate – P140.00</p>	10 Days	
4. Pay the required fee at the Office of the Municipal Treasurer	Request of Payment	5 Minutes	Collection Clerk at the Municipal Treasurer's Office
5. Get certificate of registration	Official Receipt	1 Minute	MCR Staff Municipal Civil Registrar

E. APPLICATION FOR MARRIAGE LICENSE

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 10 days, 4 hours and 28 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Secure marriage application form	Requirements: a. Birth Certificates of applying couple b. Parental Consent for applicant 18-20 yrs. Old c. Parental advice for applicant 21-14 yrs. Old Other Requirements: a. Certificate of Legal Capacity to Contract Marriage, for citizens of a foreign country b. Death Certificate of deceased spouse, Decree of Divorce or Annulment, for applicants who has been previously married	1 Minute	MCR Staff Municipal Civil Registrar
3. Submit documents for review and get request of payment	Schedule of Fees: Marriage Counseling Fee P50.00 Marriage License fee P100 Application for Marriage License P200.00 If he is not a resident P250.00 For Foreigner – P500.00	10 Days	MCR Staff Municipal Civil Registrar
4. Pay the required fee at the Office of the Municipal Treasurer	Request of Payment	5 Minutes	Collection Clerk at the Office of the Municipal Treasurer
5. Go back to the Civil Registry Office for interview and subscription	Official Receipt Application for marriage License form	10 Minutes	MCR Staff Municipal Civil Registrar
6. Attend the Pre-Marriage Counseling (PMC) seminar which is conducted every Tuesday of the week	Official Receipt	4 hrs 8-12 A.M.	Social Welfare Officer MSWDO PPO
7. Return after 10 working days to get marriage license	Official Receipt Certificate of attendance to Pre-Marriage Counseling Seminar	2 minutes	Municipal Civil Registrar

F. CHANGE OF FIRST NAME, NICKNAME AND FOR CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERROR

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Inform personnel of problems in your registry record		2 Minutes	MCR Staff Municipal Civil Registrar
3. Fill up the petition form and submit documents for review and get Order of Payment	<p>Change of First Name Requirements:</p> <ul style="list-style-type: none"> a. Certificate of live Birth in NSO Security Paper b. Certificate of Baptism or School Records (Form 137, diploma) c. Police Clearance d. NBI Clearance e. Employer's Clearance with no Pending Administrative Case, if employed or Affidavit of No Income/Affidavit of Unemployment, if not employed. <p>In case of unavailability of any of the above, present any 2 of the following:</p> <ul style="list-style-type: none"> a. Voter's Registration Record/ID or any Valid ID b. Driver's license, if applicable c. Marriage Contract d. Birth Certificate of Children (if applicable) e. Business Permit, if self-employed f. School Clearance with no pending Administrative case, if student <p>Correction of Clerical Error:</p> <ul style="list-style-type: none"> ▪ Certificate of Live Birth ▪ Certificate of Live Birth in NSO Security Paper ▪ Certificate of Baptism ▪ School Record (form 137, diploma) ▪ Marriage Contract, if applicable ▪ * Birth Certificate of Children, if applicable 	45 Minutes	MCR Staff Municipal Civil Registrar

	<p>Additional requirements for Correction of Parents Name:</p> <ul style="list-style-type: none"> J Birth Certificate of Father or Mother J Marriage Contract of Parents Petitioner J Birth Certificate of at least 2 siblings of petitioner, if applicable J Birth Certificate of at least 2 siblings of Father or Mother J Voter Registration Record or valid ID of Petitioner J Certificate of Death of Father or Mother <p>II. Certificate of Marriage</p> <ul style="list-style-type: none"> J Certificate of Marriage in NSO Security Paper J Certificate of Live Birth in NSO Security Paper J Certificate of Baptism of Petitioner J Birth Certificate of at least 2 siblings J School Records (form 137, diploma) <p>III. Certificate of Death</p> <ul style="list-style-type: none"> J Certificate of Death in Security Paper J Certificate of Live Birth in NSO Security Paper J Certificate of Death from Hospital J Certificate of Burial Rites from Church J Certificate of Baptism <p>Schedule of Fees: Change of First Name P3,000.00 Correction of Clerical Error P1,000.00 Subscription Fee P50.00</p>		
4. Pay the required fee at the Treasury Office	Request of Payment	15 Minutes	Collection at the Municipal Treasurer's Office
5. Return to the Civil Registry Office to submit proof of payment Note: For petition for change of name, get Notice for Publication	2 xerox copies Official Receipt with the original	15 Minutes	MCR Staff Municipal Civil Registrar

G. PREPARATION FOR ANNOTATED BIRTH CERTIFICATE OF AN ILLEGITIMATE CHILD TO USE THE FATHER'S SURNAME

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 2 days and 19 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Submit documents for review	a. Certificate of Live Birth NSO Security Paper b. Affidavit to use the surname of the Father (Subscribed by the MCR Legal Officer or Notary Public) c. Any two of the following documents showing paternity between father and child:) Employment records) SSS/GSIS records) Statement of Assets and Liabilities) Income Tax Return (ITR)) Certification of Brgy. Captain	10 Minutes	MCR Staff Municipal Civil Registrar
3. Payment required fee at the Office of the Municipal Treasurer	Order of Payment Certification Fee - P50.00 Annotated Birth Certificate - P50.00	5 Minutes	Collection Clerk at the Municipal Treasurer's Office
4. Wait for the preparation of the annotated registry document		2 days	MCR Staff Municipal Civil Registrar
5. Return to the Civil Registry Office after a day and get registry document. Note: Submit National Statistic Office, Iloilo City for endorsement and request for Security Paper (SECPA)	Official Receipt	2 Minutes	MCR Staff Municipal Civil Registrar
6. For petition for change name have your petition publish in a local newspaper of general circulation for two consecutive weeks Note: For all other corrections, disregard step no. 6	Notice for Publication	2 Weeks	
7. Return to the Civil Registry Office after two weeks to submit proof of publication	Proof of Publication: a. Affidavit of Publication of Editor b. Newspaper where petition was published	10 Minutes	
8. After three months from submission of Proof of Publication, get affirmed petition with the certificate of finality to be submitted to the national Statistic Office	Official Receipt	3 Months	
END OF TRANSACTION			
TOTAL RESPONSE TIME: 3 Months, 2 Weeks, & 2 Hours			

H. LEGITIMATION OF NATURAL CHILD

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Submit accomplished service data form and documents for review as to completeness and authenticity	a. Joint Affidavit of legitimation of parents b. Certificate of Live Birth NSO Security Paper c. Marriage Contract of parents d. Affidavit of paternity if children is not acknowledged	3 Minutes	MCR Staff Municipal Civil Registrar
3. Pay the required fee at the Treasury Office	Order of Payment: Legitimation Fee - P50.00 Annotated Birth Certificate - P50.00	5 Minutes	Collection Clerk at the Municipal Treasurer's Office
4. Wait for the processing of the annotated registry document		2 days	MCR Staff
5. Return to the Civil Registry Office after a day and get annotated civil registry document. Note: Submit document to the National Statistic Office, Iloilo City for endorsement and request for Security Paper (SECPA)	Official Receipt	5 Minutes	MCR Staff Municipal Civil Registrar
END OF TRANSACTION			
TOTAL RESPONSE TIME: 2 Days, & 10 Minutes			

I. ENDORSEMENT OF REGISTRY RECORDS TO THE CIVIL REGISTRAR
GENERAL (NSO)

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public
 Duration : 12 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Submit documents for review and get Request of Payment	National Statistics Office Negative Certification result issued within the past 6 months. Schedule of Fees: Birth Certificate Fee - P50.00 Marriage Certificate Fee - P50.00 Death Certificate Fee - P50.00		MCR Staff Municipal Civil Registrar
3. Pay required fee at the Treasury Office	Request Payment	5 Minutes	Collection Clerk at the Municipal Treasurer's Office
4. Go back to Civil Registry Office and get registry document. Note: Submit to National Statistic Office, Iloilo City for endorsement and request for Security Paper (SECPA)	Official Receipt	5 Minutes	MCR Staff Municipal Civil Registrar

J. PREPARATION FOR ANNOTATED BIRTH CERTIFICATE OF AN ILLEGITIMATE CHILD TO USE THE FATHER'S SURNAME

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00 PM
 Who may avail of the service : General Public
 Duration : 2 days and 19 minutes

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		2 Minutes	MCR Staff
2. Submit documents for review	a. Certificate of Live Birth NSO Security Paper b. Affidavit to use the surname of the Father (Subscribed by the MCR Legal Officer or Notary Public) c. Any two of the following documents showing paternity between father and child:) Employment records) SSS/GSIS records) Statement of Assets and Liabilities) Income Tax Return (ITR)) Certification of Brgy. Captain	10 Minutes	MCR Staff Municipal Civil Registrar
3. Payment required fee at the Office of the Municipal Treasurer	Order of Payment Certification Fee - P50.00 Annotated Birth Certificate-P50.00	5 Minutes	Collection Clerk at the Municipal Treasurer's Office
4. Wait for the preparation of the annotated registry document		2 days	MCR Staff Municipal Civil Registrar
5. Return to the Civil Registry Office after a day and get registry document. Note: Submit National Statistic Office, Iloilo City for endorsement and request for Security Paper (SECPA)	Official Receipt	2 Minutes	MCR Staff Municipal Civil Registrar

OFFICE OF THE GENERAL SERVICES



LICERIO C. PATINGO
Department Head



NENA P. GONZALES
Storekeeper IV



MYLA S. PATRIARCA
Tax Mapping Aide



JERRY T. TABUJARA
Driver I



VALERIO S. CORDERO
Utility Worker II (A)



ARNEL L. ESCALONA
Utility Worker II (A)



ETCHER PONSONES
Utility Worker II (A)



BENMARK C. CUBITA
Utility Worker I (B)



HEIDE P. SEDON
Laborer



MYRNA G. DE LA CRUZ
Laborer

FLORA MAE SOLIDO
Job Hired

GENERAL SERVICES OFFICE

The General Services officer shall take charge of the office on general services and shall:

- i. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the governor or mayor, as the case may be, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities pursuant to Rule V of these Rules and which require general services expertise and technical support services;
- ii. Develop plans and strategies on general services supportive of the welfare of the inhabitants and implement them upon approval thereof by the governor or mayor, as the case may be;
- iii. Take custody of and be accountable for all properties, real or personal, owned by the LGU and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;
- iv. With the approval of the governor or mayor, as the case may be, assign building or land space to local officials or other public officials, who by law, are entitled to such space;
- v. Recommend to the governor or mayor, as the case may be, the reasonable rental rates for local government properties, whether real or personal, which will be leased to public or private entities by the LGU;
- vi. Recommend to the governor or mayor, as the case may be, reasonable rental rates or private properties which may be leased for the official use of the LGU;
- vii. Maintain and supervise janitorial, security, landscaping and other related services in all public buildings and other real property, whether owned or leased by the LGU;
- viii. Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the LGU;
- ix. Perform archival and record management with respect to records of offices and departments of the LGU;
- x. Perform all other functions pertaining to supply and property management therefore performed by the treasurer; and enforce policies on records creation, maintenance, and disposal;
- xi. Be in the frontline of general services related activities, such as the possible or imminent destruction or damage to records, supplies, properties, and structures and the orderly and sanitary clearing up of waste materials or debris, particularly during and in the aftermath of man-made and natural calamities and disasters;
- xii. Recommend to the sanggunian and advice the governor or mayor, as the case may be, on all other matters relative to general services; and
- xiii. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

FRONTLINE SERVICES OF THE GENERAL SERVICES OFFICE

REPAIR/CLEANING OF GOVERNMENT FACILITIES/GARBAGE COLLECTION

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : Stall Owners in the Public market and Residents of the Municipality
 What are the requirements : Approved collection permit
 Duration: : Depends on the amount of garbage to be collected

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Request for assistance in cleaning and repair of market stalls, canals, repair of electrical installation (through phone or walk-in requests)	Interview and secure necessary data and schedule of inspection	5 minutes	GSO Head
2.	Inspect area to be cleaned or facilities to be repaired	1 hour	GSO Head/Staff
3.	Schedule repairs or cleaning or collection	1 hour (may vary depending on the volume)	GSO Head/Staff

OFFICE OF THE MUNICIPAL BUDGET OFFICER



MA. CECILIA B. CAALIM
Municipal Budget Officer



JOYCE M. MAGOS
Budgeting Assistant



LINETTE P. SULADAY
Local Legislative Employee-I

CHERYL B. PATRIARCA
Job Hired

OFFICE OF THE MUNICIPAL BUDGET OFFICER

A. REQUEST FOR REVIEW AND APPROVAL OF ANNUAL/SUPPLEMENTAL BUDGET

Schedule of availability of service : Monday to Friday, 8:00 AM to 5:00PM
 Who may avail of the service : General Public

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Sign in the client logbook		1 minute	Budgeting Assitant
2. Submit Annual Barangay Budget/Supplemental Budget for review and evaluation	Annual Barangay Budget) Endorsement Letter of Punong Barangay) Approved Barangay Appropriation Ordinance for Annual Budget) Budget Message of the Punong Barangay) Barangay Budget Preparation Forms No. 1 to 6 such as: - BBPF No. 1 Certified Statement of Income - BBPF No.2 Actual Income and Expenditure of Past Year - BBPF No. 3 Actual Estimated Income and Exp. For Current Year - BBPF No. 4 Income and Expenditure for Budget Year - BBPF No. 5 Actual Estimated Output - BBPF No. 6 Barangay Expenditure Program) Barangay Development Plan or Barangay Investment Plan and Approved AIP Resolution 6. 10% SK Fund) Barangay Supplemental Budget 1. Endorsement Letter of Punong Barangay 2. Approved Barangay Appropriation Ordinance for Supplemental Budget 3. Certified Statement of Additional Realized Income 4. Statement of Supplemental Appropriation of	1 day /Brgy.	Budgeting Assistant MBO Staff Municipal Budget Officer

B. REQUEST FOR AVAILABILITY OF APPROPRIATION

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Requesting for availability of appropriation</p> <p>a. Sign in the Log Book</p> <p>b. Receiving of documents</p> <p>c. Checking availability of Appropriation</p> <p>d. Return to the office concern (no appropriation available)</p> <p>e. Assignment of OBR No. (with Appropriation)</p> <p>f. Recording and Posting transaction</p> <p>g. Signing of MBO as to availability of appropriation</p> <p>h. Forward to Acctg. Office</p>	<p>Obligation Request (OBR) duly signed by requesting Department Heads</p>	<p>1 Minute</p> <p>15 minutes/OBR</p> <p>15 minutes/OBR</p> <p>15 minutes/OBR</p> <p>15 minutes/OBR</p> <p>15 minutes/OBR</p> <p>15 minutes/OBR</p> <p>15 minutes/OBR</p> <p>15 minutes/OBR</p> <p>Within 1 day</p>	<p>Budgeting Assistant</p> <p>MBO Staff</p> <p>Mun. Budget Officer</p>

MUNICIPAL HEALTH OFFICE

A. The health officer shall take charge of the office on health and shall:

1. Take charge of the office on health services, supervise the personnel and staff of said office, formulate program implementation guidelines and rules and regulations for the operation of the said office for the approval of the governor or mayor, as the case may be, in order to assist him in the efficient, effective and economical; implementation of a health services program geared to implementation of health related projects and activities;
2. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the governor or mayor, as the case may be, in carrying out activities to ensure the delivery of basic services and provision of adequate facilities relative to health services provided under Section 17 of this Code;
3. Develop plan and strategies and upon approval thereof by the governor or mayor as the case may be, implement the same, particularly those which have to do with health programs and projects which the governor or mayor, is empowered to implement and the sanggunian is provide for under this code;
4. In addition to the foregoing duties and functions, the health officer shall:
 - i. Formulate and implement policies, plans, programs and projects to promote the health of the people in the local government unit concerned;
 - ii. Advise the governor or mayor, as the case may be, and the sanggunian on matters pertaining to health;
 - iii. Execute and enforce all laws, ordinances and regulations relating to public health;
 - iv. Recommend to the sanggunian, through the local health board, the passage of such Ordinances as may be deem necessary for the preservation of public health;
 - v. Recommend the prosecution of any violation of sanitary laws, ordinances or regulations;
 - vi. Direct the sanitary inspection of all business establishments selling food items or providing accommodations such as hotels, motels, lodging houses, pension houses, and the like, in accordance with the Sanitation Code;
 - vii. Conduct the health information campaigns and render health intelligence services;
 - viii. Coordinate with other government agencies and non-government organizations involved in the promotion and delivery of health services; and
5. Be in the frontline of health services delivery, particularly during and in the aftermath of man-made and natural disasters and calamities; and
6. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

MUNICIPAL HEALTH OFFICE



JANEATTE A. SOBREVEGA
Municipal Health Officer



MA. GINA P. MADERSE
Midwife II



ALANEA A. QUITOR
Sanitary Inspector I



MARY JUNE P. URBINO
Midwife I



VALENTIN V. MANCIL
Driver I



NAZER P. PRIMERO
Driver I

MATERNITY LYING-IN SECTION



SYLVIA D. CALDERA
Nurse II



ALMA J. REYNA
Midwife IV



EDINA C. ALLAGA
Midwife III



SALVACION PATINGO
Midwife II



HELEN SARMIENTO
Midwife II



MARIA LOURDES PATINGO
Midwife II



JESSE NEIL VIOLETA
Midwife I



ILYN S. BEDRO
Midwife I

LABORATORY & DIAGNOSTIC SERVICES



HAYDE C. PATRIARCA
Medical Technologist II



JENNIFER P. SALAMAÑCA
Medical Technologist I



LORENZO P. ENGADA
Radiologic Tech. I

DENTAL SECTION



MAE B. LUBATON
Dentist



AL SALUDARES
Admin. Aide II



JAN ASHLY C. ALDAMAR
Admin Aide II

FRONTLINE SERVICES MINA RURAL HEALTH UNIT

LABORATORY SERVICE FOR COMPLETE BLOOD COUNT (CBC)

Schedule of Availability of Service : Monday to Friday, 8:00 A.M to 5:00 P.M.
 Who will avail of the service : General Public
 What are the requirements : Laboratory Request Form
 Duration : 52 minutes from extraction to processing, analysis, recording and release

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Present lab request for CBC	Verify Patient's data	3 minutes	Medical Technologist
2.	Billing and Charging of fees	3 minutes	Medical Technologist
3. Paying of Corresponding fee	Receive payment & Issue Official Receipt	3 minutes	W1 Collection Clerk Office of the Municipal Treasurer
4.	Blood Extraction	5 minutes	Medical Technologist
5.	Process and examine Specimen	30 minutes	Medical Technologist
6.	Record the result in the logbook	2 minutes	Medical Technologist
7.	Type lab result	5 minutes	Medical Technologist
8. Present OR and receive lab result	Release lab result	1 minute	

LABORATORY SERVICE FOR ROUTINE URINAYSIS

Schedule of Availability of Service : Monday to Friday, 8:00 A.M to 5:00 P.M.
 Who will avail of the service : General Public
 What are the requirements : Laboratory Request Form
 Duration : 52 minutes from extraction to processing, analysis, recording and release

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Present lab request for urinalysis	Verify patient's data	3 minutes	Medical Technologist
2.	Billing & Charging of fees	3 minutes	Medical Technologist
3. Paying of corresponding fee	Receive payment & Issue Official Receipt	3 minutes	W1 Collection Clerk Office of the Municipal Treasurer
4. Submit urine sample	Receive and verify the adequacy of the specimen	5 minutes	Medical Technologist
5.	Process and analyze specimen	30 minutes	Medical Technologist
6.	Record the result in the logbook	2 minutes	Medical Technologist
7.	Type lab result	5 minutes	Medical Technologist
8. Present OR and receive lab result	Release lab result	1 minute	Medical Technologist

PRENATAL

Schedule of Availability of Service	:	Monday to Friday, 8:00 A.M to 5:00 P.M.
Who will avail of the service	:	General Public (PREGNANT WOMEN)
What are the requirements	:	Home based maternal record (PINK CARD)
Duration	:	24 minutes

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Old client present HBMR New Client	Receive form Admit patient and fill up HBMR Issue and fill-up HBMR to new client Get vital signs	10 minutes	Midwife or BHW
2. Wait for name to be called	Do prenatal consultation	5 minutes	Midwife
3.	Give Tetanus Toxoid to mothers (at least 2 doses)	1 minute	Midwife
4.	Do health education, counseling and prescribe prenatal vitamins	5 minutes	Midwife
5.	Set appointment for next visit, give back HBMR to patient	1 minute	Midwife
6. Receive HBMR	Record data in TCL	2 minutes	Midwife

IMMUNIZATION

Schedule of Availability of Service	:	Monday to Friday, 8:00 A.M to 5:00 P.M.
Who will avail of the service	:	Infant ages 0-9 months old
What are the requirements	:	Immunization card
Duration	:	28 minutes

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Old client present immunization card New Client) Receive form,) Admit patient ITR fill up) Immunization card) Get vital signs	10 minutes	Midwife or BHW
2. Wait for name to be called	Conduct health education	5 minutes	Midwife
3. Hold child while being immunized	Conduct immunization (assisted by BHW)	10 minutes	Midwife
4. Wait for further instructions from midwife			
5.	Set appointment for next visit, give back GMC to patient	1 minute	Midwife
6. Receive GMC	Record data in TCL	2 minute	Midwife

LABORATORY SERVICE FOR SPUTUM MICROSCOPY

Schedule of Availability of Service : Monday to Friday, 8:00 A.M to 5:00 P.M.
 Who will avail of the service : General Public
 What are the requirements : Laboratory Request Form and Fasting blood sample
 Duration : 2 hours from extraction to processing, analysis, recording and release

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Present lab request form for sputum exam. For AFB	Verify patient's data	3 minutes	Medical Technologist
2.	Give instructions on how to collect & or verify the adequacy and quality of specimen	5 minutes	Medical Technologist
3. Paying of corresponding fee	Receive the sample	10 minutes	Medical Technologist
4.	Smear the sample	5 minutes	Medical Technologist
5.	Staining of smeared sides	30 minutes	Medical Technologist
6.	Allow the slides to air dry	30 minutes	Medical Technologist
7.	Microscopic reading of smeared slides	30 minutes	Medical Technologist
8.	Type lab result	5 minutes	Medical Technologist
9. Present OR and receive lab result	Release lab result	1 minute	Medical Technologist

LABORATORY SERVICE FOR HEPATITIS B ANTIGEN AND PREGNANCY TEST

Schedule of Availability of Service : Monday to Friday, 8:00 A.M to 5:00 P.M.
 Who will avail of the service : General Public
 What are the requirements : Laboratory Request Form
 Duration : 1 hour and 22 minutes from extraction to processing, analysis, recording and release

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Present lab request for HBsAg or Pregnancy test	Verify patient's data	3 minutes	Medical Technologist
2.	Billing & Charging of fees	3 minutes	Medical Technologist
3. Paying of corresponding fee	Receive payment & Issue Official Receipt	3 minutes	W1 Collection Clerk Office of the Municipal Treasurer
4.	Blood extraction	5 minutes	Medical Technologist
5.	Process and examine specimen	1 hour	Medical Technologist
6.	Record the result in the logbook	2 minutes	Medical Technologist
7.	Type lab result	5 minutes	Medical Technologist
8. Present OR and receive lab result	Release lab result	1 minute	Medical Technologist

NORMAL DELIVERY

Schedule of Availability of Service : Monday to Sunday (24 Hours)
 Who will avail of the service : Pregnant Women
 What are the requirements :
 Duration :

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Admit patient	HBMR, lab request/ Prepare things for delivery	30 minutes	Midwife
2.	Assess patient, if high risk, refer immediately	Depend on the distance	
3. Prepare for delivery	Instruct patient for proper personal hygiene	5 minutes	Midwife
4.	Handle delivery	Depend on situation	
5.	Do baby care(EINC). Do post partum care	30 minutes	Midwife
6. Initiate breastfeeding	Latching		
7.	Post partum follow-up and do baby care Birth registration Give vitamin A to mother	30 minutes	Midwife

INTEGRATED MANAGEMENT OF CHILDHOOD ILLNESSES (IMCI)

Barangay Level

Schedule of Availability of Service : Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : Children ages 0-5 years old
 What are the requirements :
 Duration : 53minutes

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Go to Brgy. Health Center for Consultation	Receive, Check vital signs & respiratory rate if child has fast breathing	5 minutes	Midwife
2.	Fill-up IMCI prescribed form	3 minutes	Midwife
3.	Assess child using IMCI manual, classify and conduct Health Education	10 minutes	Midwife
4.	Treat child according to IMCI classification	15 minutes	Midwife
5.	For severe cases give initial dose refer to Municipal Health Officer	15 minutes	Midwife
6.	Give leaflet for feeding recommendation and conduct health education	5 minutes	Midwife
7. Receive leaflet and go home	Advice mother when to return and watch out for danger signs for 2 days & record data in TCL		

DOTS BARANGAY LEVEL

Schedule of Availability of Service : Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : General Public
 What are the requirements :
 Duration : 10 minutes

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Go to Barangay Health Center for consultation	Gather data and check vital signs	5 minutes	Midwife
2.	If patient is TB symptomatic refer to main Health Center for further management	1 minute	Midwife
3. Receive referral form and present to Main health center for consultation and sputum examination	Consultation and sputum examination	Refer on procedure and consultation Microscopy	Rural Health Physician and Medical Technologist
4.	Record Data on Dispensary	1 minute	Midwife

ISSUANCE OF HEALTH CARD

Schedule of Availability of Service : Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : General Public
 What are the requirements : Urinalysis result/fecalalysis/sputum result
 Duration : 23 minutes

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Apply for Health Card	Accept application	5 minutes	Sanitation Inspector
2.	Request for laboratory Urinalysis, Fecalalysis, and Sputum	1 minute	Sanitation Inspector Rural Health Physician
3. Give copy of lab result	Receive copy of Lab result and refer to MHO for abnormal result	10 minutes	Sanitation Inspector
4.	Instruct Client to pay for Health Card Fee	5 minutes	Sanitation Inspector
5. Pay the fees	Instruct Client to pay for Health Card fee	5 minutes	W1 Collection Clerk, Mun. Treasurer's Office
6. Present OR	Issue Health Card	3 minutes	Sanitation Inspector
7. Receive Health Card	Record on Logbook	2 minutes	Sanitation Inspector

ENVIRONMENTAL SANITATION ISSUANCE OF SANITARY PERMIT

Schedule of Availability of Service : Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : General Public (Who requested for Chlorination)
 What are the requirements :
 Duration : 1 hour

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Apply for sanitary permit	Accept application	5 minutes	Sanitation Inspector
2. Assist in the site inspection	Conduct site inspection	30 minutes	Sanitation Inspector
3.	Inform client for any deficiency/conduct re inspection	20 minutes	Sanitation Inspector
4.	Issue Sanitary permit	3 minutes	Sanitation Inspector
5. Receive Sanitary Permit	Record on Logbook	2 minutes	Sanitation Inspector

REQUEST FOR CHLORINATION

Schedule of Availability of Service: Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : General Public
 What are the requirements :
 Duration : 1 hour and 26 minutes

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Request for water disinfection (Chlorination of water facility)	Interview client secure necessary information ask schedule on site inspection	5 minutes	Sanitation Inspector
2.	Refer to Rural Health Physician	5 minutes	Rural Health Physician
3.	Conduct Inspection	1 hour	Sanitation Inspector
4.	Make recommendations	10 minutes	Sanitation Inspector
5. Respond Comply with the recommendation of sanitation Inspector within prescribed period	Refer to higher authority if problem cannot be resolved at their level	1 hour	Sanitation Inspector

CONSULTATION

Schedule of Availability of Service : Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : General Public
 What are the requirements :
 Duration : 30 minutes

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Secure referral slip	Give referral slip with pertinent data	15 minutes	Midwife/BHW on duty
2. Present referral slip and get priority number	Receive referral slip, take vital signs and record	10 minutes	Midwife/BHW on duty
3. Wait number to be called Secure referral slip	Announce the number	1 minute	Midwife/BHW on duty
4. Present referral slip to Rural Health Physician	Examine patient prescribed meds	5 minutes	Rural Health Physician

TB DOTS

Schedule of Availability of Service : Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : Patient with smear positive SFB result
 What are the requirements :
 Duration : 33 minutes

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Secure referral form from BHW/Midwife/(Barangay)			
2. Bring treatment partner BHW/Midwife to Main Health Center			
3. Check for vital signs	Check vital signs, get BP and weigh client	5 minutes	
4. Proceed to PHN for counseling	Counsel patient on TB as a disease, provide TB calendar of activities	20 minutes	Nurse
5.	Dispense drugs	2 minutes	Nurse
6.	Enroll at TB DOTS program	2 minutes	Nurse
7.	Schedule next visit for follow charge	1 minute	Nurse
8.	Inform Midwife in charge of their TB patient	3 minutes	Nurse

TB DOTS

Schedule of Availability of Service : Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : Patient with negative sputum but positive X-ray results (TBDC)
 Duration : 32 minutes

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Consult at main health center for vital signs	Get vital signs, BP and weigh	5 minutes	Midwife/BHW on duty
2. Proceed to PHN for counselling (make sure x-ray film reading and sputum results are available)	Interview the patient, refer to Gene Expert either at WVMC or PCHO	10 minutes	Nurse Rural Health Physician
3.	Properly fill up the form	5 minutes	Nurse
4.	Instruct patient to comeback with Gene Expert result	1 minute	Nurse
5.	Refer patient to Rural health Physician	10 minutes	Nurse
6.	Register to TB registry	1 minute	Nurse

X RAY EXAMINATION SERVICES

Schedule of Availability of Service : Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : General Public
 Duration :

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Consult at main health center for vital signs	Get vital signs, BP and weigh	5 minutes	Midwife/BHW on duty
2. Get X-ray request form from Rural Health Physician		5 minutes	Rural Health Physician
3. Get payment slip	Present payment slip at the Treasurer's Office	5 minutes	Collection Clerk
4. Present payment slip to the Radiologic Technologist	Logbook patients	5 minutes	Rad. Tech
5. Perform x-ray procedure	x-ray procedure such as developing, washing, fixing and Drying	5 minutes	Rad Tech
6. Bring X-ray film for reading to the Radiologist		45 minutes (May vary depending on the availability of the radiologist and reading is every Monday & Thursday Afternoon)	Rad. Technician Radiologist
7. Release of result	Present official receipt	3 minutes	Rad. Technologist

ECG EXAMINATION SERVICES

Schedule of Availability of Service : Monday to Friday, 8:00 A.M. to 5:00 P.M.
 Who will avail of the service : General Public
 Duration :

How to avail of the service

PLEASE FOLLOW THESE STEPS	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Consult at main Health Center for vital signs	Get vital signs, BP and weigh	5 minutes	Midwife/BHW on duty
2. Get ECG request form from Rural Health Physician		5 minutes	Rural Health Physician
3. Get payment slip	Present payment slip at the Treasurer's Office	5 minutes	Collection Clerk
4. Present payment slip	Logbook patients	5 minutes	Physician
5. Perform ECG procedure		10 minutes	Physician
6. Release of result	Present official receipt	3 minutes	Midwife or RHU Staff

ULTRASOUND SERVICES

Schedule of availability of services : Wednesday and Friday PM afternoon
 Who will avail the services : General Public
 Duration : 3:00-7:00 PM

How to avail of the services

PLEASE FOLLOW THESE STEP	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Consult at main RHU	ITR	3-5 minutes	RHU staff at reception
2. Get ultrasound request from MHO		2 minutes	MHO
3. Presents ultrasound request to RHU staff in-charge of ultrasound schedule. ➤ outside request may directly go to staff in-charge of ultrasound schedule.		5 minutes	RHU staff in-charge of ultrasound
4. Pay charges at treasury	UTZ request	5 minutes	Treasury staff
5. Present receipt of payments			
6. Ultrasound procedure performed		5-10 minutes	Sonologist (DR. Reynaldo Sorongon)
7. Release of result	Presents official receipt	2 minutes	RHU staff assisting the sonologist

REHAB SERVICES

Schedule of availability of services : Monday to Friday
 Who will avail the services : General Public
 Duration : 8:00 AM -5:00 PM

How to avail of the services

PLEASE FOLLOW THESE STEP	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Consult a physiatrist	ITR	2-3 minutes	Physiatrist at rehab clinic
2. Present prescribe rehab program to our Physical Therapist		5-10minutes	physiatrist
3. Get charge slip from our PT.		2 minutes	Physical Therapist
4. Pay charges at treasury	Charge slip	3-5 minutes	Treasury staff
5. Present official receipt			
6. Rehab program/exercise performed	Official receipt	30 minutes to 1 hour (depending on rehab program prescribe)	Physical Therapist

DRUG TEST SERVICES

Schedule of availability of services : Monday to Friday
 Who will avail the services : General Public
 Duration : 8:00 AM -5:00 PM

How to avail of the services

PLEASE FOLLOW THESE STEP	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Present 1 valid form of requesting party to drug analyst		2 minutes	Drug analysis
2. Fill up drug testing forms		5 minutes	Drug analysis Authorize specimen collector (ASC)
3. Get charge slip		2 minutes	Laboratory staff ASC
4. Pay to treasury	Charge slip	2 minutes	Treasury
5. Presents receipt			
6. Collect Specimen		3-5 minutes	ASC
7. Drug test performed		2-15 minutes	Drug analysis
8. Encode on line information, do biometrics with picture taking		15-20 minutes	Drug analysis
9. Release result		2-3 minutes	Drug analysis or ASC

DENTAL SERVICES

Schedule of availability of services : Monday to Friday
 Who will avail the services : General Public
 Duration : 8:00 AM -5:00 PM

How to avail of the services

PLEASE FOLLOW THESE STEP	YOU WILL NEED TO PRESENT/PAY	IT WILL TAKE YOU	PLEASE APPROACH
1. Admitted patient at Information, then taken vital signs	ITR	2-3 minutes	RHU staff
2. Dental check up		5-10minutes	Rural Health Dentist
3. Treatment and Management(prescribed meds) given to patient		30 minutes	Rural Health Dentist
4. Pay charges at treasury if for tooth extraction and other dental services(dental cert., fluoride, temp. filling)	Charge slip	3-5 minutes	Treasury staff
5. Present official receipt			Rural Health Dentist
6. Home instructions given to patients		30 minutes	Rural Health Dentist

OFFICE OF THE LOCAL DISASTER RISK REDUCTION MANAGEMENT



JIMYLLE JAN B. CAALIM
Local DRRM Officer III



EDEN PASUQUIN
LDRRM Assistant

CLIENT FEEDBACK FORM

We, thank you for giving us the opportunity to serve you. Kindly enable us to serve you better by answering the following questions:

Name: _____

Address: _____

Office Visited: _____

Service Aailed: _____

THE OFFICE:	YES	NO
1. Was it easy to locate?	()	()
2. Was clean and Orderly?	()	()
3. Is there a long line of clients	()	()
4. Did you find proper directions instructions/signs?	()	()

THE PERSONNEL RESPONSIBLE:		
1. Were the designated employees available?	()	()
2. Were they respectful?	()	()
3. Did they make you feel comfortable?	()	()
4. Did they make you wait long?	()	()
5. Were they knowledgeable?	()	()

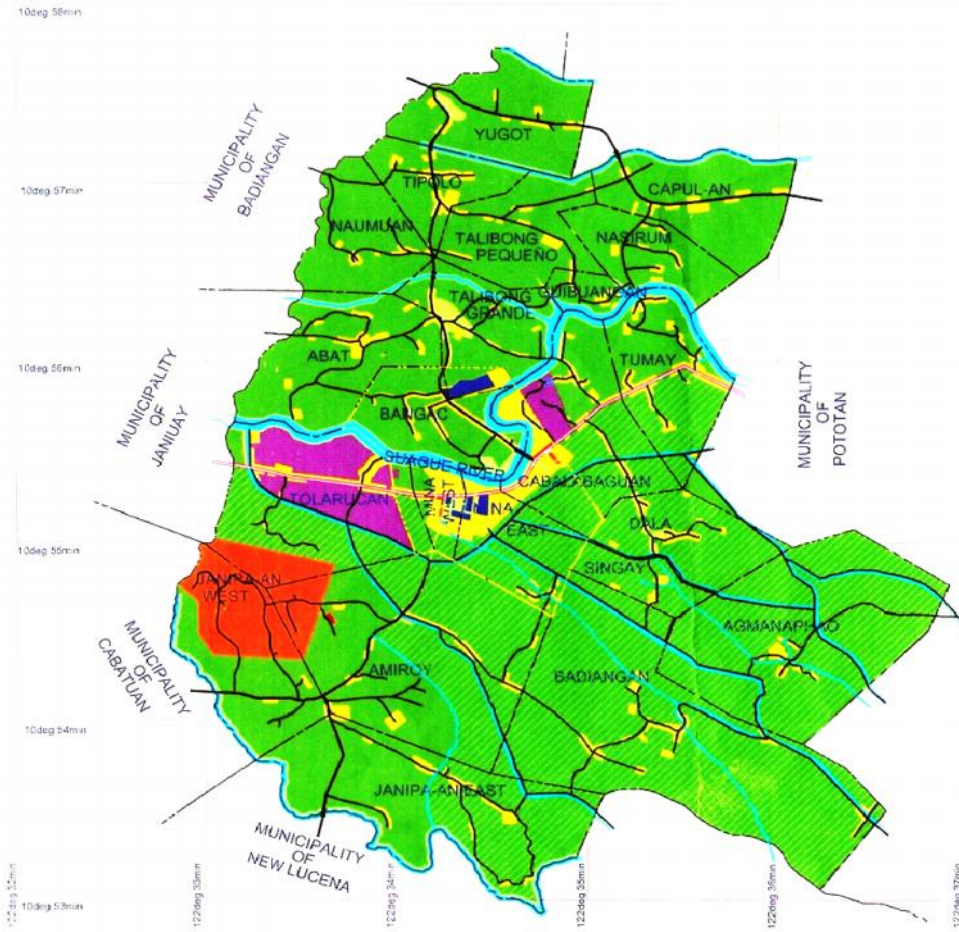
THE REQUIREMENT:		
1. Were you properly informed what you needed to present? ()	()	()
2. Were there many requirements?	()	()
3. Were you informed how to get the requirements	()	()
4. Were you made aware of how much to pay	()	()

THE OFFICERS:		
1. Were the authorized officials present?	()	()
2. Did it take them long to sign the document?	()	()

THE INFORMATION:		
1. Was the document you needed available?	()	()
2. Was the data complete?	()	()
3. Were the instructions clear and short?	()	()

OTHER COMMENTS AND SUGGESTIONS

Name of Attending Employee: _____



General Land Use Map