



19. Issuance of Official Receipts for Service Fees on Secretary's Fee, Local Registry Services, Health Services, Sanitary Inspection, and Clearance or Certification Fees

Every person requesting for official copies of documents on file from any office of this municipality shall secure a request form from such office duly filled up and the purpose to which it is to be used should be clearly specified and to be approved by the Office head concerned or the Local Chief Executive before the professional rates shall be paid.

Every person requesting for a copy of a birth certificate/ document from the Local Civil Registrar of this municipality shall directly pay the prescribed fees at the Office of the Municipal Treasurer. Likewise, every person requesting for the documents of adoption, change of name, correction of entry, legal separation, annulment of marriage and requesting for a copy of death related certificate/ documents shall verify first the existence of such record from the Local Civil Registrar's Office of this municipality and directly pay the prescribed fees. For certified copies of any document in the registrar of the Local Civil Registrar Office, a prescribed fee should be paid at the Office of the Municipal Treasurer before the release of any document.

The Office of the Municipal Treasurer also issues official receipts on the Laboratory Services to be rendered by the Municipal Health Officer.

Establishments engaged in the manufacture of foods, and essential commodities, establishments rendering or offering to render services, banks and financial institutions, retailers, all other establishments whose operations requires a Mayor's Permit, establishments of piggery or poultry, water refilling stations, bulk water, carwash, hospitals, clinics, medical laboratories, spa/ beauty parlor/barber shop, funeral parlor, embalming area, hotels/lodging houses/ inns /pension houses/motels and resorts are required to undergo a sanitary inspection on a yearly basis before a business permit is secured/ renewed.

There should also be a fee collected for the issuance of a clearance or certification by any office of the Municipal Government.

Office or Division:	Office of the Municipal Treasurer
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



Order of Payment (Secretary's Fee) 1 original copy		Office Concerned		
Order of Payment (Local Registry Services) 1 original copy		Local Civil Registrar		
Order of Payment (Health Services) 1 original copy		Office of the Municipal Health Officer		
Order of Payment (Sanitary Inspection) 1 original copy		Office of the Municipal Health Officer		
Order of Payment (Clearances or Certification Fees) 1 original copy		Office Concerned		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Present Order of Payment at the Office of the Municipal Treasurer-Business Tax Section (Windows 1-6)	1. Accept and verify the order of payment.	None	2 Minutes	<i>Local Treasury Operation Officer I</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
2. Pay the required fees at the Office of the Municipal Treasurer- Business Tax Section (windows 1-6)	2. Receive payment and issue official receipt.	Please refer to the table of fees	3 Minutes	<i>Local Treasury Operation Officer I</i> <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	TOTAL	Please refer to the table of fees	5 Minutes	



Secretary's Fee

Imposition of Fees. There shall be collected the following fees from every person requesting for copies of official records and documents from any office of this Municipality.

1. For every page typewritten or encoded P 55.00
2. Where the copy to be furnished is in printed form, in whole or in part, for each page (double this fee if there are two pages in a sheet)P 55.00
3. For each certificate of correctness (with seal of office) written on the copy or attached thereto.....P 55.00
4. For certifying the official act of a municipal judge or other juridical certificate, with seal.....P 55.00
5. For certified copies of any paper, record, decree judgment or entry of which any person entitled to demand and receive a copy (in connection with judicial proceedings) for each page..... P 10.00
6. For each withdrawal of Bid Security P 55.00
7. For copy/s produced by copying machine, per page.....P 16.50
8. Archival Fee, per page.....P 15.00

Exemption. The fees imposed in this Article shall not be collected for copies furnished to other offices or branches of the government for official business except for copies required by the Court at the request of the litigants, in which case charges shall be made in accordance with the above schedule.



Request for a Copy of Birth Certificate/ document

1. Issuance of Birth Certificate	P 50.00
2. Issuance of Late Registration of Birth Certificate	P 100.00
3. Certified True Copy of Birth Certificate	
- for local use	P 50.00
- for travel use	P 100.00
4. Legitimation	P 100.00

Time of Payment. The fees shall be paid to the Municipal Treasurer at the time of the request, written or otherwise, or before the issuance of a copy of any municipal record or documents is made.

Marriage related fees:

1. Application Fee	P 150.00
2. License Fee	P 75.00
3. Solemnization Fee	P 300.00
4. Family planning counseling fee	P 100.00
Request for the following documents	
1. (Adopting certificate)	
2. Change of name, correction of entry	
3. Legal separation	
4. Naturalization	
5. Annulment of marriage, declaration of absolute Nullity of marriage; court order setting aside the decree of legal separation	
6. Voluntary Emancipation of Minor	
7. Court Decision Recognizing or Acknowledging Natural Children or Impugning or Denying Such Recognition	
8. Judicial Determination of Paternity Affiliation	
9. Court Decision or Order on the Custody of Minors and Guardianship	
10. Aliases	

Request for a copy of death related certificate/ documents

1. Issuance of Death Certificate	P 50.00
2. Burial Permit	P 50.00
3. Certified true copy of death certificate	P 50.00
4. Exhumation of cadaver	P 150.00
5. Transfer of cadaver to other cemetery within the municipality	P 250.00
6. Transport of cadaver to other place outside the municipality	P 250.00



Collection of the following shall go to the Trust Fund of the Office for the utilization of the LC

1. Correction of Clerical Error	P 1,000.00
2. Change of First name	P 3,000.00
3. Service fee for change of First Name	P 1, 000.00
4. Service fee for Correction of Clerical Error	P 500.00

- Cost of Form/ Secretary Fee/ Mayor's Permit ----- P 50.00
- Other documents not enumerated above----- P 60.00

Laboratory Services

1. CBC	P 50.00
2. Hgb & Hct	P 50.00
3. Blood Typing	P 50.00
4. Urinalysis	P 50.00
5. Fecalysis	P 50.00
6. Cervical/ Urethral Smear	P 50.00
7. Bleeding Time	P 100.00
8. Clotting Time	P 100.00
9. Parasitology or Bacteriology examination, clinical microscopy	P 50.00
10. Platelet count	P 75.00
11. Gram Stain (for GROs)	P 100.00
12. Gram Stain for Non GRO's	P 50.00
13. Pregnancy Test	P 150.00
14. Uric Acid	P 100.00
15. Dental Services	P 150.00
16. Maternal Package (includes pre-natal, delivery, post-natal services and Newborn Screening) (Refer to Ordinance Birthing Center)	
17. Other similar Laboratory Services	P 50.00
18. Drug Testing	P 200.00
19. Sputum Exam	P 50.00

1. Certification/ Clearance to be used in securing a driver's license	P 50.00
2. Certification/ Clearance for purposes of entering the military service	P 50.00
3. Certification/ Clearance for purpose of securing	P 50.00



a passport or visa

4. Certification/ Clearance for the purpose of transferring resident aliens P 50.00

5. Certification/ Clearance for other purposes not mentioned above P 50.00