

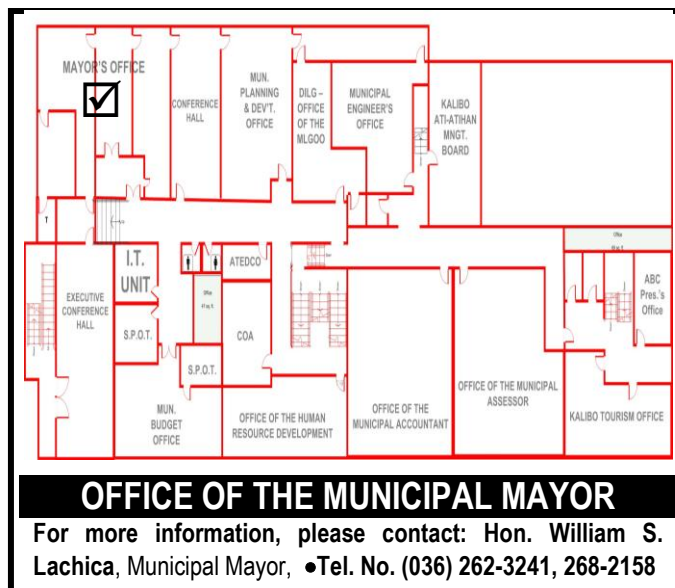


OFFICE OF THE MUNICIPAL MAYOR

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The Office of the Mayor is the nerve center of the entire local government machinery of the Municipality of Kalibo. Headed by the multi-awarded Local Chief Executive- the Hon. William S. Lachica.

The office is the venue of multifarious meetings pertaining to various issues and concerns that involve different sectors of the Local Government Unit in particular and/or the community at large. It is also the setting of civil wedding ceremonies officiated by the Mayor himself.



The Mayor's Office issues permits, clearances, certifications, referrals, endorsements, and recommendations to different concerned individuals and entities.

Issuance of Executive Orders and Closure Orders as well as disciplinary actions to erring employees emanate from this office. Memorandum of Agreements and/or Understandings, and different kinds of contracts are also perfected in this Office.

Leading the frontline services of this Office is the Business Permits and License Division which deals with the processing of business and occupational permits for approval of the Local Chief Executive. It houses the Business One-Stop-Shop in the vicinity to ease government transaction with personnel assigned from all offices involved in the granting of permits making it highly accessible to the clientele, a best practice that has long been recognized to have significantly improved the delivery of services.

Another Division of this Office is the Municipal Disaster Risk Reduction and Management Division that operates round the clock to answer emergencies and in the forefront in times of calamities which is recognized for upholding its commitment to religiously comply with the provisions of Republic Act 10121.

As the cornerstone of public service delivery in the Municipality of Kalibo, this Office sets the policies and overall direction of local governance in terms of development trusts and priorities through participatory processes and approaches involving all stakeholders of the community.



SERVICES OFFERED

A. Application For New Business/Mayor's Permit

FEES

- Zoning Clearance P 30.00
- Sanitary Permit P 60.00 /person
- Medical Certificate P 50.00 /person
- Police Clearance Fee (Local) P 30.00
- Engineering Clearance Fee P 30.00
(for building owners only)
- Real Property Tax Clearance Fee P 30.00
- Permit Fee on Occupation P 70.00 /person
- Certification Fee (MTO) P 60.00
- Fire Clearance P 30.00
- Rentals & Charges Clearance Fee P 30.00

REQUIREMENTS:

- Application Form
- Photo Copy of DTI Business Name Certificate (Single Proprietor)
- Photo Copy of Certificate of SEC Registration (Corporation)
- Photo Copy of CDA Registration (Cooperative)
- Articles of Partnership (Partnership); CDA for Cooperatives
- Lessor's Permit (if rented)
- Fire Safety Evaluation Clearance

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. File. Client presents checklist of requirements and have an assigned Business Identification Numbering (BIN)	30 minutes	Haidy A. Concepcion Licensing Officer I Archie T. Marcelino License Inspector I Fred M. Eduque Glorily P. Calizo Administrative Aide IV



<p>2. Pay. Clients proceeds to the Office of the Municipal Treasurer for assessment and payment of clearances, taxes and fees, except for FSIC which will be secured from BFP Office after an order of payment is issued from the detailed personnel at the One-Stop-Shop. <i>(Fee varies according to capitalization, nature of business, number of workers and gross receipts of proceeding year)</i></p>		<p>Business Tax and Fees Division Staff</p>
<p>3. Release. Client present proof of payment to BPLD for the preparation of Mayor's Permit, then to the Office of the Mayor for signature And release the Mayor's Permit at the Business Permit and License Division</p>	<p>10 minutes 20 minutes</p>	<p>Haidy A. Concepcion Archie T. Marcelino Mayor William S. Lachica Fred M. Eduque Glorily P. Calizo</p>

Approximate Processing Time: 60 minutes

B. Renewal of Business/Mayor's Permit

FEES

- Zoning Clearance P 30.00
- Sanitary Permit P 60.00 /person
- Medical Certificate P 50.00 /person
- Police Clearance Fee (Local) P 30.00
- Engineering Clearance Fee P 30.00
(for building owners only)
- Real Property Tax Clearance Fee P 30.00
- Permit Fee on Occupation P 70.00 /person
- Certification Fee (MTO) P 60.00
- Fire Clearance P 30.00
- Rentals & Charges Clearance Fee P 30.00

REQUIREMENTS:

- Previous SOA/Mayor's Permit
- Compliance Certificate of Joint Inspection Team
- Barangay Clearance (to operate & location of business)
- Lessor's Permit (if rented)



☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. File. Client presents complete requirements for the renewal/update of Business Identification Number (BIN).	20 minute	Haidy A. Concepcion Licensing Officer I Archie T. Marcelino License Inspector I Fred M. Eduque Administrative Aide IV Glorily P. Calizo Administrative Aide IV
2. Pay. Clients proceeds to the Office of the Municipal Treasurer for assessment and payment of clearances, taxes and fees, except for FSIC which will be secured from BFP Office after an order of payment is issued from the detailed personnel at the One-Stop-Shop. (Fee varies according to capitalization, nature of business, number of workers and gross receipts of proceeding year)		Business Tax and Fees Division Staff
	10 minutes	Haidy A. Concepcion Archie T. Marcelino
	20 minutes	Mayor William S. Lachica Fred M. Eduque Glorily P. Calizo

Approximate Processing Time: 50 minutes



C. Application For Motorized Tricycle Operator's Permit (MTO) Body Number

FEE

- P 330.00

REQUIREMENTS:

- Original Franchise
- Certificate of Registration
- Official Receipt (LTO)
- Community Tax Certificate

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits requirements for Tricycle Body Numbering at the Business Permit and Licensing Division (BPLD) for evaluation and preparation of Application for Tricycle Identification Number	15 minutes	Haidy A. Concepcion Licensing Officer I Nerissa R. Francisco License Inspector II Mr. Fred M. Eduque Administrative Aide IV Glorily P. Calizo Administrative Aide IV
2. Client proceeds to the Office of the Municipal Treasurer (Business Tax and Fees Division) for payment of Motorized Tricycle Operators Permit (MTO) fee.		Business Tax & Fees Division Staff (Treasurer's Office)
3. Client presents Official Receipt to the Ordinance Officer at the One-Stop-Shop for the inspection of unit and signing of clearance.	15 minutes	P03 Vicente T. Armenio P01 Leonnel A. Cahilig P01 Arian Q. Tan Ordinance Officers
4. Proceed to the Police Station (Traffic Division) for signature.		SP02 Ronald Macario P01 Jomar Ortega P01 Rejel Oquendo
5. Client proceeds to the Mayor's Office for the approval of MTO.	10 minutes	William S. Lachica Municipal Mayor
6. Client presents approved MTO at the One-Stop-Shop for the issuance of Body Number Sticker.	10 minutes	BPLD Staff

Approximate Processing Time: 50 minutes



D. Application for Occupational Mayor's Permit

FEE

- P 70 Annual Occupational Fee

REQUIREMENTS:

- Police Clearance
- 1 x 1 (2 copies) picture
- Official Receipt on Occupational Permit (from the Municipal Treasurer's Office)
- Community Tax Certificate

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client submits the requirements for the preparation of Occupational Permit at the Business Permit and Licensing Division (BPLD) One-Stop-Shop.	15 minutes	Haidy A. Concepcion Licensing Officer I Nerissa R. Francisco Archie T. Marcelino License Inspectors I Mr. Fred M. Eduque Glorily P. Calizo Administrative Aide IV
a. Client proceeds to the Mayor's Office for approval.	10 minutes	William S. Lachica Municipal Mayor
b. Client returns back to the One-Stop-Shop for releasing of Permit.	5 minutes	BPLD Staff

Approximate Processing Time: 30 minutes



SERVICE STANDARDS

- ✚ Welcome and serve clients with a smile, courtesy and utmost professionalism;
- ✚ Attend to the need of the clients within a minute upon entering the office;
- ✚ Courteously answer telephone calls within two (2) rings;
- ✚ Wear official uniform with ID and pin;
- ✚ Give complete and accurate direction and referrals;
- ✚ Ensure client satisfaction with prompt, effective, and efficient service;
- ✚ Provide comfortable lounge with reading materials and piped-in music;
- ✚ Go the extra mile to ensure that clients' concern or need is addressed;
- ✚ Maintain cleanliness and orderliness of the office;
- ✚ Maintain office decorum.

PERFORMANCE PLEDGE

We, in the Office of the Municipal Mayor pledge and commit ourselves to welcome and serve clients with a smile, courtesy and utmost professionalism; attend to the need of the clients within a minute upon entering the office; courteously answer telephone calls within two (2) rings; wear official uniform with ID and pin; give complete and accurate direction and referrals; ensure client satisfaction with prompt, effective, and efficient service; provide comfortable lounge with reading materials and pipe-in music; go the extra mile to ensure that clients' concern or need is addressed; maintain cleanliness and orderliness of the office; and maintain proper office decorum.