



MUNICIPAL GOVERNMENT OF SAN RAFAEL

THE CITIZEN'S CHARTER HANDBOOK

2025 (1ST Edition)



FOREWORD

The Citizen's Charter is one of the primary tools that government agencies use to communicate their service standards on the delivery of government services to their citizens or clients. In compliance to the Republic Act 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and its Implementing Rules and Regulations and the Republic Act No. 9485, otherwise known as Anti-Red Tape Act of 2007, the Municipal Government of San Rafael prepared this handbook.

This handbook shall be titled, "The Citizen's Charter Handbook of San Rafael". This document amends the first edition of this local charter prepared in 2024. This shall serve as the complete, accurate, and standardized guide of the local government employees in providing frontline services and a basis for clients to measure the quality and efficiency of the services given to them.

CIPRIANO D. VIOLAGO, JR.

Municipal Mayor



MUNICIPAL GOVERNMENT OF SAN RAFAEL

CITIZEN'S CHARTER 2025 (1st Edition)



I. Mandate:

The Municipality of San Rafael serves as a general purpose government for the coordination and delivery of basic, regular and direct services and effective governance of the inhabitants within its territorial jurisdiction.

II. Vision:

San Rafael, the agro-industrial center of Bulacan, with sustainable economy and responsible development promoting green environment with resilient infrastructure, driven by proactive communities and guided by committed servant leaders.

III. Mission:

- 1.To have efficient and participatory systems and processes for the local bureaucracy;
- 2.To provide access to decent employment, quality and affordable education, health, and other social services and have free access to information;
- 3.To provide a regulatory business environment that is consistent, unbiased, predictable and transparent.
- 4.To provide security from natural and man-made disasters.
- 5.To provide a peaceful and tranquil environment for all residents.
- 6.To provide a sustainable and participatory environmental programs.

IV. Service Pledge:

We commit to:

1. Advocate the adoption of effective government practices for efficient government service delivery and prevention of graft and corruption.
2. Promote the implementation of simplified requirements and procedures that will reduce red tape and expedite business and non-business related transactions in the municipality.
3. Attend to all applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch break.
4. Respectfully address all complaints or grievances of the transacting public and resolve to the best of our abilities.



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Office of the Municipal Agriculturist

External Services



1. DISTRIBUTION OF CERTIFIED/ HYBRID PALAY SEEDS

Distribution of Certified Palay Seeds under the Rice Competitiveness and Enhancement Fund RCEF Program and distribution of Hybrid Rice Seeds under the Hybrid Seeds Program.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Registered farmers under the new Registry System for Basic Sectors in Agriculture (RSBSA).			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. RSBSA record		Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present original government issued farmer's/or authorized representative's ID	1. Facilitate signing of lists, and issuance of claim slip.	None	5 minutes	<i>Agricultural Technologist/ Municipal Agriculturist</i> Municipal Agriculture Office
2. Proceed to Warehouse, present claim slip and receive seeds.	2. Release certified/ hybrid palay Seeds to farmers	None	5 minutes	<i>Agricultural Technologist/Clerk</i> Municipal Agriculture Office
	Total	None	10 minutes	



2. DISTRIBUTION OF INORGANIC FERTILIZERS

Distribution of Urea (46-0-0) and Complete Fertilizers (14-14-14) under the Fertilizer Discount Voucher Program

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Accredited Merchants to Citizen			
Who may avail:	Registered farmers under the new Registry System for Basic Sectors in Agriculture RSBSA, who received seed support.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original government issued farmer's ID		Government agencies		
2. Photocopy of ID, front and back with 3 specimen signatures		Farmer		
1. a. Authorization letter/valid ID of representative in cases of Senior Citizens or PWD b. Medical certificate for sick/hospitalized farmers c. Working visa, if working abroad		a. Municipal Agriculture's Office b. Hospital, rural health units, clinics c. Farmer or his family, agricultural store, DA, Regional Field Office and Fertilizer and Pesticide Authority FBA Accredited/Municipal Agriculture Office Warehouse		
	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirement/s	1. Check requirements	None	3 minutes	Agricultural Technologist/ Municipal Agriculturist,
	2. Facilitate Signing/filling-up of signed lists	None	5 minutes	Municipal Agriculture Office
	3. Issuance of voucher and sales invoice	None	7 minutes	Fertilizer Merchant staff
	4. Documentation or scanning, uploading to DA application	None	5 minutes	Fertilizer Merchant staff
	5. Issuance of claim slip.	None	5 minutes	Fertilizer Merchant staff



2. Present claim slip to the person in charge of distribution, claim fertilizers	2.Release Urea/complete Fertilizers to farmers	None	10 minutes	<i>Agricultural Technologist/ Fertilizer Merchant staff</i>
	Total	None	35 minutes	



3. DISTRIBUTION OF ORGANIC FERTILIZERS AND VEGETABLE SEEDS

Distribution of Organic Fertilizers for master listed/registered farmers and vegetable growers and vegetable seeds (backyard gardening scale) to vegetable growers, barangay officials or walk-in clients

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Farmers, vegetable growers, barangay captain/official/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Palay production/RSBSA masterlist of farmers, vegetable growers 2.Vegetable production area		1. Farmer 1. Farmer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Coordinate with the Municipal Agriculture Office and receive seeds	1.Check requirements	None	3 minutes	Agricultural Technologist/ Municipal Agriculturist
	2.Facilitate signing/filling-up of pertinent forms and signed lists	None	7 minutes	Agricultural Technologist/ Municipal Agriculturist
	3.Issuance of claim slip.	None	5 minutes	Agricultural Technologist/ Municipal Agriculturist
	Total	None	15 minutes	Office of the Municipal Agriculturist



4. REGISTRATION OF FARMERS TO REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE

This service enables the farmers to qualify to the support of the various government agencies such as the Department of Agriculture, Philippine Rice Research Institute, Land Bank of the Philippines and others. Facilitation of services are rendered at the Municipal Agriculture Office.

Office or Division:	Municipal Agriculture Office
Classification:	Complex
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Farmers (Land owners or tenants) who filled-up the application form and presented the requirements.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-out application form 2. Original/Photocopy of agricultural land title, if title in under the name of applicant or Barangay certification 3. Valid government issued ID and its photocopy 4. 1 piece 2x2 picture	1. Farmer, Barangay Hall 2. Farmer 3. SSS, GSIS, LTO, Post Office, COMELEC, BIR, MSWDO, Pag-ibig or PhilHealth office 4. Farmer/photo servicing outlet

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements and fill-up application form completely and accurately	1. Filled-out application form	None	5 minutes	<i>Agricultural Technologist/ Municipal Agriculturist, Office of the Municipal Agriculturist</i>
	2. Verify requirement	None	2 minutes	
	3. Issue Farmers ID number, assist in filling-up application form	None	3 minutes	
	2. Have the application form signed by Barangay Chairman/ Municipal Agriculture and Fishery Council Chairman	None	10 minutes	<i>Agricultural Technologist, Office of the Municipal Agriculturist</i>
2. Claim RSBSA stub	3. Issue RSBSA stub	None	2 minutes	<i>Agricultural Technologist, Office of the Municipal Agriculturist</i>
	Total	None	22 minutes	



PAMBAYANG TANGGAPAN SA PAGTATAYA

External Services



1. PAGLILIPAT NG PAG-AARI NG MGA ARI-ARIANG DI-NATITINAG (REAL PROPERTIES)

Ang paglilipat ng pag-aari ng ari-ariang di-natitinag ay proseso kung saan ang isang indibidwal na nagkaroon ng ari-arian sa pamamagitan ng bentahan, donasyon, manahan o iba pang paraan ay nagnanais na mailipat sa kanyang pangalan ang oha deklaratorya (tax declaration) na kailangan upang siya ay makapagbayad na amilyar (real property tax) sa kanyang pangalan.

Tanggapan / Dibisyon	Municipal Assessor's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Mga Benepisyaryo	Mga Nagmamay-ari o kanilang Kinatawan			
Mga Kailangang Dokumento				Saan Maaaring Kumuha
Dalawang kopya ng mga sumusunod na dokumento:				
Titulo [Kailangang Iprisinta Ang Orihinal na Sipi ng Titulo]				Galing sa kliyente
Dokumento ng Paglilipat				Galing sa kliyente
<i>BIR Certificate of Registration [CAR]</i>				Sa BIR
Resibo ng <i>Transfer Tax</i>				Galing sa kliyente
Resibo ng Pinakabagong Bayad sa Buwis [Amilyar]				Galing sa kliyente
Mga karagdagang dokumentong maaaring hanapin:				
<i>Subdivision/Consolidation Plan</i> [kung may paghahati ng lupa]				Sa LRA o Bureau of Lands
<i>Clearance</i> mula sa <i>Department of Agrarian Report [DAR]</i> O <i>Affidavit of Non-Tenancy</i> [kung ang palayan ay may sukat na mahigit sa 1000 metro kwadrado]				Sa DAR
<i>Secretary's Certificate</i> [kung galing ang pag-aari mula sa kumpanya]				Galing sa Kliyente
<i>Affidavit of Publication</i> [kung minana ang ari-arian]				Sa Attorney
<i>Special Power of Attorney</i> [kung kinatawan ng ibang tao ang pagbebenta]				Sa Attorney
<i>Ocular Inspection</i> mula sa Tax Mapping Division kung mayroong mga improvements sa lupa				
Gampanin ng Kliyente	Gampanin ng Tanggapan	Bayad	Panahong Gugugulin	Nakatalagang Kawani
1.1 Makipag-ugnayan sa <i>Officer of the Day</i> .	1.1 Kapanayamin ang kliyente. Tanggapin at tingnan kung kumpleto ang mga dokumentong kailangan. 1.2 Magprint ng kaukulang <i>tax declaration</i> .	Wala	8 minuto	<i>Officer of the Day</i>



1.2 Ihain ang kahilingan at iprisinta ang mga kaukulang dokumento.	1.3 Itala sa logbook ang transaksyon at ipasa sa <i>Local Assessment Operations Officer</i> ang mga dokumento.			
2. Wala	2. Pag-aralan ang paglilipat ayon sa mga dokumentong isinumite. Ipasa sa Administrative Assistant upang ikuha ng Assessment of Real Property (ARP) Number at Property Index Number (PIN)	Wala	10 minuto	<i>Local Assessment Operations Officer</i>
3. Wala	3.1 Ikuha ng bagong <i>Assessment of Real Property (ARP) Number at Property Index Number (PIN)</i> sa <i>Municipal Assessor's Office</i> sa pamamagitan ng telepono. 3.2 Itala sa <i>logbook</i> at ibigay ang bagong numero sa gagawa ng transaksyon	Wala	10 minuto	<i>Administrative Assistant</i>
4. Wala	4. Iproseso sa <i>Real Property Tax Information System (RPTIS)</i> ang transaksyon at maglabas ng sipi ng bagong <i>Field Appraisal and Assessment Sheet (FAAS)</i> kasabay ng <i>Tax Declaration</i> at abiso sa pagtatasa (<i>Notice of Assessment</i>).	Wala	30 minuto / Tax Declaration	<i>Local Assessment Operations Officer</i>
5. Wala	5. Pag-aralan ang mga datos na inilagay sa bagong <i>Field Appraisal and Assessment Sheet (FAAS)</i> , <i>Tax Declaration</i> at abiso sa pagtatasa (<i>Notice of Assessment</i> bago lagdaan.	Wala	5 minuto / Tax Declaration	Pinuno, <i>Assessment Operations Division</i>
6. Wala	6. Suriin at lagdaan upang pagtibayin ang bagong <i>Field Appraisal and Assessment Sheet (FAAS)</i> , <i>Tax Declaration</i> at abiso sa pagtatasa (<i>Notice of Assessment</i>) at ipasa sa <i>Officer of the Day</i> .	Wala	3 minuto / Tax Declaration	Pambayang Tagataya
7. Wala	7. Maghanda ng <i>Order of Payment</i> at atasan ang kliyente na magbayad sa <i>Cashier</i> ng Tanggapan ng Pambayang Ingat-Yaman	Wala	1 minuto	<i>Officer of the Day</i>
8. Magbayad sa <i>Cashier</i> at ibalik ang resibo sa <i>Officer of the Day</i>	8. Wala	PHP 100 / Tax Declaration	Wala	



9. Wala	9. Tanggapin at itala ang numero ng resibo, <i>Assessment of Real Property (ARP) number</i> , pangalan, tirahan at telepono ng kliyente sa <i>logbook</i> . Ibigay ang sipi ng bagong <i>Tax Declaration</i> at <i>Notice of Assessment</i> sa kliyente.	Wala	1 minuto	<i>Officer of the Day</i>
	TOTAL	PHP 100 / Tax Declaration	1 oras at 8 minuto	



2. BAGONG DEKLARASYON, PAGPAPALIT NG URI NG LUPA (RECLASSIFICATION), CONSOLIDATION / SUBDIVISION AT PAGKANSELA NG ARI-ARIANG DI-NATITINAG

Ang prosesong ito ay para sa mga may pag-aari ng ari-ariang di natitinag na nais maideklara sa unang pagkakataon (new declaration), nagnanais na maitama at mapalitan ang aktuwal na gamit ng ari-arian di natitinag (reclassification) o nagnanais na hatiin o pag-isahin ang ari-ariang di natitinag (subdivision or consolidation).

Tanggapan / Dibisyon	Municipal Assessor's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Mga Benepisyaryo	Mga Nagmamay-Ari o kanilang Kinatawan			
Mga Kailangang Dokumento			Saan Maaaring Kumuha	
Para sa bagong deklarasyon ng lupa, orihinal na sipi at <i>photocopy</i> ng mga sumusunod:				
Titulo [kung mayroon]			Galing sa kliyente	
<i>Affidavit of Ownership</i>			Galing sa kliyente	
<i>Affidavit of Adjoining Property Owners</i>			Galing sa kliyente	
<i>Certification of Alienable and Disposable Land</i> mula sa <i>Community Environment and Natural Resources Office [CENRO]</i>			Sa CENRO	
<i>Approved Lot Plan</i>			Galing sa kliyente	
<i>Lot Data Computation</i>			Galing sa kliyente	
<i>Ocular Inspection Report</i>			Sa <i>Tax Mapping Division</i>	
Para sa pagpapalit ng uri at gamit ng lupa, dalawang sipi ng <i>photocopy</i> ng mga sumusunod:				
Titulo			Galing sa kliyente	
Resibo ng pinakabagong bayad sa buwis [Amilyar]			Galing sa kliyente	
Ordinansa mula sa Sangguniang Bayan na pinagtibay ng Sangguniang Panlalawigan			Sa Sangguniang Bayan kung saan matatagpuan ang ariariang di natitinag	
<i>Ocular Inspection Report</i>			Sa <i>Tax Mapping Division</i>	
Para sa kanselasyon ng mga kagalingan:				
Resibo ng pinakabagong bayad sa buwis [Amilyar]			Galing sa kliyente	
<i>Ocular Inspection Report</i>			Sa <i>Tax Mapping Division</i>	
Gampanin ng Kliyente	Gampanin ng Tanggapan	Bayad	Panahong Gugugulin	Nakatalagang Kawani
1.1 Makipag-ugnayan sa <i>Officer of the Day</i> . 1.2 Ihain ang kahilingan at iprisinta ang mga kaukulang dokumento.	1.1 Kapanayamin ang kliyente. Tanggapin at tingnan kung kumpleto ang mga dokumentong kailangan. 1.2 Magprint ng kaukulang <i>tax declaration</i> .	Wala	8 minuto	<i>Officer of the Day</i>



	1.3 Itala sa logbook ang transaksyon at ipasa sa <i>Local Assessment Operations Officer</i> ang mga dokumento.		8 minuto	<i>Officer of the Day</i>
2. Wala	2. Pag-aralan ang paglilipat ayon sa mga dokumentong isinumite. Ipasa sa Administrative Assistant upang ikuha ng Assessment of Real Property (ARP) Number at Property Index Number (PIN)	Wala	10 minuto	<i>Local Assessment Operations Officer</i>
3. Wala	3.1 Ikuha ng bagong <i>Assessment of Real Property (ARP) Number at Property Index Number (PIN)</i> sa <i>Municipal Assessor's Office</i> sa pamamagitan ng telepono. 3.2 Itala sa <i>logbook</i> at ibigay ang bagong numero sa gagawa ng transaksyon	Wala	10 minuto	<i>Administrative Assistant</i>
4. Wala	4. Iproseso sa <i>Real Property Tax Information System (RPTIS)</i> ang transaksyon at maglabas ng sipi ng bagong <i>Field Appraisal and Assessment Sheet (FAAS)</i> kasabay ng <i>Tax Declaration</i> at abiso sa pagtatasa (<i>Notice of Assessment</i>).	Wala	30 minuto / Tax Declaration	<i>Local Assessment Operations Officer</i>
5. Wala	5. Pag-aralan ang mga datos na inilagay sa bagong <i>Field Appraisal and Assessment Sheet (FAAS)</i> , <i>Tax Declaration</i> at abiso sa pagtatasa (<i>Notice of Assessment</i> bago lagdaan.	Wala	5 minuto / Tax Declaration	Pinuno, <i>Assessment Operations Division</i>
6. Wala	6. Suriin at lagdaan upang pagtibayin ang bagong <i>Field Appraisal and Assessment Sheet (FAAS)</i> , <i>Tax Declaration</i> at abiso sa pagtatasa (<i>Notice of Assessment</i>) at ipasa sa <i>Officer of the Day</i> .	Wala	3 minuto / Tax Declaration	Pambayang Tagataya
7. Wala	7. Maghanda ng <i>Order of Payment</i> at atasan ang kliyente na magbayad sa <i>Cashier</i> ng Tanggapan ng Pambayang Ingat-Yaman	Wala	1 minuto	<i>Officer of the Day</i>
8. Magbayad sa	8. Wala	PHP 200 / Tax	Wala	



Cashier at ibalik ang resibo sa <i>Officer of the Day</i>		<i>Declaration</i>		
9. Wala	9. Tanggapin at itala ang numero ng resibo, <i>Assessment of Real Property (ARP) number</i> , pangalan, tirahan at telepono ng kliyente sa <i>logbook</i> . Ibigay ang sipi ng bagong <i>Tax Declaration</i> at <i>Notice of Assessment</i> sa kliyente.	Wala	1 minuto	<i>Officer of the Day</i>
	TOTAL	PHP 100 / Tax Declaration	1 oras at 8 minuto	



3. PAGBIBIGAY NG SERTIPIKADONG KOPYA NG OHA DEKLARASYON (CERTIFIED COPY OF TAX DECLARATION)

Dokumento ng pagtatasa na naglalaman ng market value at assessed value ng ari-ariang hindi natitinag na ginagawang basehan para sa koleksyon ng real property tax. Ito ay ginagamit sa pagbabayad ng buwis ng *real property*, *transfer tax*, *estate tax*, pagbeberika at iba pa.

Tanggapan /Dibisyon	Municipal Assessor's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Mga Benepisyaryo	Mga Nagmamay-ari o kanilang Kinatawan, mga Ahensya ng Gobyernong nagsasagawa ng imbestigayon at paglilitis sa mga kaso			
Mga Kailangang Dokumento		Saan Maaaring Kumuha		
Kahit alin sa mga sumusunod:				
<i>Tax Declaration</i>		Galing sa Kliyente		
Pangalan Ng May-Ari		Galing sa Kliyente		
Bilang Ng Titulo		Galing sa Kliyente		
<i>Lot Number</i>		Galing sa Kliyente		
Resibo Ng Buwis		Galing sa Kliyente		
Sakaling hindi ang may-ari ang kukuha, kailangan mag prisinta ng mga sumusunod:				
Sulat Awtorisasyon (Sulat na nagbibigay ng pahintulot ng may-ari na kumuha ng kanyang OHA Deklarasyon)		Galing sa Kliyente		
Xerox Copy ng kard ng pagkakakilanlan (Identification Card) ng nagbigay at binigyan ng pahintulot		Galing sa Kliyente		
Gampanin ng Kliyente	Gampanin ng Tanggapan	Bayad	Panahong Gugugulin	Nakatalagang Kawani
1. Makipag-ugnay sa <i>Officer of the Day</i> . Ibigay ang datos na kinakailangan.	1. Tanggapin ang datos at ipasa sa nakatalagang <i>Assessment Clerk</i> .	Wala	3 minuto	<i>Officer of the Day</i>
2. Wala	2. Hanapin at <i>i-print</i> ang kaukulang <i>Tax Declaration</i> sa <i>database</i> ng <i>Real Property Tax Information System (RPTIS)</i>	Wala	2 minuto / <i>Tax Declaration</i>	<i>Assessment Clerk</i>
3. Wala	3. Maghanda ng <i>Order of Payment</i> at atasan ang kliyente na magbayad sa <i>Cashier</i> ng Tanggapan ng Pambayang Ingat-Yaman	Wala	1 minuto	<i>Officer of the Day</i>
4. Magbayad sa <i>Cashier</i> .	4. Wala	PHP 100 / <i>Tax Declaration</i>	c/o Treasurer's Office	



5. Wala	5. I-record at lagyan ng control number ang Tax Declaration	Wala	2 minuto / Tax Declaration	Assessment Clerk
6. Wala	6. Suriin at lagdaan ang sipi ng Tax Declaration	Wala	2 minuto / Tax Declaration	Pinuno ng Records Management Division
7. Wala	7. Itala ang numero ng resibo, pangalan, tirahan at telepono ng kliyente sa logbook. Ibigay ang sipi ng Tax Declaration sa kliyente.	Wala	1 minuto	Officer of the Day
	TOTAL	PHP 100 / Tax Declaration	11 minuto	



4. PAGBIBIGAY NG SERTIPIKADONG KOPYA NG MAPA (CERTIFIED COPY OF TAX MAPS)

Ito (kung may available section maps) ay ibinibigay sa mga kliyente bilang tugon sa kanilang kahilingan, maari nila itong gamitin bilang reperensya ng mga parsela ng lupa, kung ano ang korte nito, loka syon at mga kahangga.

Tanggapan / Dibisyon	Municipal Assessor's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Mga Benepisyaryo	Mga Nagmamay-Ari o kanilang kinatawan			
Mga Kailangang Dokumento	Saan Maaaring Kumuha			
Kahit alin sa mga sumusunod:				
Titulo	Galing sa Kliyente			
Tax Declaration	Galing sa Kliyente			
Sketch o Approved Plan	Galing sa Kliyente			
Gampanin ng Kliyente	Gampanin ng Tanggapan	Bayad	Panahong Gugugulin	Nakatalagang Kawani
1. Makipag-ugnay sa <i>Officer of the Day</i> at idulog ang kahilingan.	1. Kapanayamin ang kliyente at alamin ang datos ng kahilingan.	Wala	8 minuto	<i>Officer of the Day</i>
2. Wala	2. Hanapin ang mapa sa <i>record</i> at maghanda ng sipi nito. (<i>photocopy, blue o white print</i>)	Wala	15 minuto sa paghanap / pangalan at 35 minuto sa pagpapakopya	<i>Officer of the Day</i>
3. Wala	3. Suriin at lagdaan upang pagtibayin ang mapa	Wala	5 minuto	Pinuno ng <i>Tax Mapping Operations Division</i>
4. Wala	4. Maghanda ng <i>Order of Payment</i> at atasan ang kliyente na magbayad sa <i>Cashier</i> ng Tanggapan ng Pambayang Ingat-Yaman	Wala	1 minuto	<i>Officer of the Day</i>
5. Magbayad sa <i>Cashier</i> at Ibalik ang resibo sa <i>Officer of the Day</i>	5. Wala	PHP 100 / <i>map sheet</i>	c/o Treasurer's Office	
6. Wala	6. Itala ang numero ng resibo, pangalan, tirahan at telepono ng kliyente sa logbook. Ibigay ang sipi ng <i>Tax Declaration</i> sa kliyente.	Wala	5 minuto	<i>Officer of the Day</i>
	TOTAL	PHP 100 / <i>map sheet</i>	1 oras at 9 minuto	



5. PAGBIBIGAY NG TALAAN NG MGA PAG-AARI (*LIST OF PROPERTY HOLDINGS*)

Sertipikasyon na naglalaman ng tala ng lahat ng ari-ariang hindi natitinag (real properties) ng isang tao. Ito ay ginagamit para sa pagbabayad ng Estate Tax, pagkuha ng DAR clearance, beripikasyon, imbestigasyon, at iba pa.

Tanggapan / Dibisyon	Municipal Assessor's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Mga Benepisyaryo	Mga Nagmamay-ari o kanilang Kinatawan, mga Ahensya ng Gobyernong nagsasagawa ng imbestigasyon at paglilitis sa mga kaso			
Mga Kailangang Dokumento		Saan Maaring Kumuha		
Kumpletong Pangalan ng May-ari		Galing sa Kliyente		
Sakaling hindi ang may-ari ang kukuha, kailangan mag prisinta ng mga sumusunod:				
Sulat Awtorisasyon (Sulat na nagbibigay ng pahintulot ng may-ari na kumuha ng kanyang OHA Deklarasyon)		Galing sa Kliyente		
Xerox Copy ng kard ng pagkakakilanlan (Identification Card) ng nagbigay at binigyan ng pahintulot		Galing sa Kliyente		
Gampanin ng Kliyente	Gampanin ng Tanggapan	Bayad	Panahong Gugugulin	Nakatalagang Kawani
1. Makipag-ugnay sa <i>Officer of the Day</i> at idulog ang kahilingan.	Kapanayamin ang kliyente at bigyan ng <i>Request form</i> .	Wala	1 minuto	<i>Officer of the Day</i>
2. Sagutan ang form at ibalik sa <i>Officer of the Day</i> .	2. Tanggapin ang <i>form</i> at ibigay ito sa nakatalagang <i>Assessment Clerk</i> .	Wala	1 minuto	<i>Officer of the Day</i>
3. Wala	3. Hanapin ang pangalan sa <i>database</i> ng bawat bayan sa pamamagitan ng <i>Real Property Tax Information System (RPTIS)</i> at ihanda ang pinal na talaan ng mga ari-ariang nakita sa 33 Barangay sa lalawigan.	Wala	30 minuto / pangalan at 20 minuto / talaan	<i>Assessment Clerk</i>
4. Wala	4. Suriin at lagdaan upang pagtibayin ang Talaan ng mga Ariarian (<i>List of Property Holdings</i>).	Wala	10 minuto	Pinuno, <i>Records Management Division</i>



5. Wala	5. I-record at lagyan ng <i>Control Number</i> ang pinagtibay na talaan	Wala	1 minuto	<i>Assessment Clerk</i>
6. Wala	6. Maghanda ng <i>Order of Payment</i> at atasan ang kliyente na magbayad sa <i>Cashier</i> ng Tanggapang ng Pambayang Ingat-Yaman	Wala	1 minuto	<i>Officer of the Day</i>
7. Magbayad sa <i>Cashier</i> at ibalik ang resibo sa <i>Officer of the Day</i>	7. Wala	PHP 100 / pangalan	c/o Treasurer's Office	
8. Wala	8. Itala ang numero ng resibo, pangalan, tirahan at telepono ng kliyente sa <i>logbook</i> . Ibigay ang sipi ng <i>Tax Declaration</i> sa kliyente.	Wala	1 minuto	<i>Officer of the Day</i>
	TOTAL	PHP 100 / pangalan	1 oras at 5 minuto	



Office of the Municipal Civil Registrar

External Services



1. Application for Marriage License

A marriage license shall be issued by the Local Civil Registrar of the municipality where either of the contracting party habitually reside.

Office or Division:	Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Single Male & Female aged 18 yrs. old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth certificate		Local Civil Registry Office (LCRO) or Philippine Statistics Office (PSA)		
2. CENOMAR		PSA		
3. Government Issued Identification Card		BIR, Philpost, SSS, GSIS, LTO, PRC, DFA, Employer or Community Tax Certificate (CTC)		
4. Death Certificate of spouse (if widow)		Local Civil Registry Office (LCRO) or Philippine Statistics Office (PSA)		
5. Court Decision or Decree/ Entry of Judgement Divorce Decree (if Foreigner)		Regional Trial Court Foreign Court		
6. Legal Capacity to Contract Marriage (if foreigner)		Diplomatic or Consular Office here in the Phils.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Receive and evaluate the requirements	None	2 minutes	<i>Registration Officer I & II</i> Civil Registry Office
2. Pay the required fee at the Treasury Office	Issue an Order of Payment	P200.00		<i>Revenue Collection Clerk I</i> Treasury Office
3. Return to the Civil Registry Office for the processing of request	Prepare the Application for Marriage License and it's attachments	None	10 minutes	<i>Registration Officer I & II</i> Civil Registry Office
4. Read and check the veracity of the entries		None	2 minutes	
5. Sworn & Sign the Application for Marriage License, Sworn & Advice	Interview Applicants & administer Oath	None	3 minutes	<i>Municipal Civil Registrar</i> Civil Registry Office
6. Receive owner's copy of Application for Marriage License	Issue owner's copy of Application for Marriage License	P5.00	1 minute	<i>Registration Officer I & II</i> Civil Registry Office



	Notice of Posting	None	10 days	<i>Registration Officer I & II</i> Civil Registry Office
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2. Delayed Registration of Civil Registry Documents

2.1 BIRTH

Delayed registration of birth certificates are issued to individuals used for any legal purposes.

Office or Division:		Civil Registry Office					
Classification:		Complex					
Type of Transaction:		G2C- Government to Citizen					
Who may avail:		Person died in San Rafael but not yet registered.					
REQUIREMENTS		Below 18 Years Old		18 Years Old and Above		One of parents is Foreigner	WHERE TO SECURE
		Marital Child	Non Marital Child	Marital Child	Non Marital Child		
1	Negative Certificate from PSA	✓	✓	✓	✓	✓	PSA
2	Two (2) documentary evidence (Baptismal, School Record, SSS E1, Philhealth MDR)	✓	✓	✓	✓	✓	Church, School, SSS, Philhealth et al
3	Affidavit of Two Disinterested Person and ID of two witnesses	✓	✓	✓	✓	✓	Public Attorney's Office or Notary Republic
4	Certificate of Marriage, if married	✓	✓	✓	✓	✓	PSA or LCRO
5	National ID	✓	✓	✓	✓	✓	PSA
6	Barangay Certificate	✓	✓	✓	✓	✓	Punong Barangay
7	Unedited front facing photo (2x2)	✓	✓	✓	✓	✓	
8	Affidavit of the owner or registrants in case the document owner is deceased	✓	✓	✓	✓	✓	Public Attorney's Office or Notary Republic
9	Affidavit of whereabouts of the mother		✓		✓		Public Attorney's Office or Notary Republic



10	Affidavit of Paternity		✓		✓	✓	LCRO
11	Affidavit to Use the Surname of the Father		✓		✓	✓	LCRO
12	Valid Passport of both parents					✓	DFA
13	Birth Certificate of parents					✓	PSA or LCRO
14	Personal Appearance			✓	✓	✓	
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME		PERSON RESPONSIBLE
1. Submit the requirements		Receive and evaluate all the requirement	None		2 minutes		Registration Officer I & II Civil Registry Office
2. Pay the required fee at the Treasury Office		Issue an Order of Payment	P150.00				Revenue Collection Clerk I Treasury Office
3. Return to the Civil Registry Office for the processing of request		Prepare the Certificate of Live Birth	None		5 minutes		Registration Officer I & II Civil Registry Office
4. Review all the entries at the Certificate of Death		Give the duly accomplished Certificate of Live Birth for review and comment	None		3 minutes		Registration Officer I & II Civil Registry Office
5. Subscribe and sworn the Certificate of Live Birth		Administer oath	None		2 minutes		Municipal Civil Registrar Civil Registry Office
6. Get claim stub		Issue claim stub	None		1 minutes		Registration Officer I & II Civil Registry Office
		Notice of Posting	None		10 days		Registration Officer I & II Civil Registry Office



2. Delayed Registration of Civil Registry Documents

2.2 DEATH

Delayed registration of death certificates is issued to individuals used for any legal purposes.

Office or Division:	Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Person died in San Rafael but not yet registered.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Negative Record of Death 2. Certificate of Internment 3. Punong Barangay Certificate 4. Affidavit of Two Disinterested Person		PSA Church or Memorial Parks Barangay Hall PAO, Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	Receive and evaluate all the requirement	None	2 minutes	<i>Registration Officer I & II</i> Civil Registry Office
2. Pay the required fee at the Treasury Office	Issue an Order of Payment	P150.00		<i>Revenue Collection Clerk I</i> Treasury Office
3. Return to the Civil Registry Office for the processing of request	Prepare the Certificate of Live Birth	None	5 minutes	<i>Registration Officer I & II</i> Civil Registry Office
4. Review all the entries at the Certificate of Death	Give the duly accomplished Certificate of Live Birth for review and comment	None	3 minutes	<i>Registration Officer I & II</i> Civil Registry Office
5. Subscribe and sworn the Certificate of Live Birth	Administer oath	None	2 minutes	<i>Municipal Civil Registrar</i> Civil Registry Office
6. Get claim stub	Issue claim stub	None	1 minute	<i>Registration Officer I & II</i> Civil Registry Office
	Notice of Posting	None	10 days	<i>Registration Officer I & II</i> Civil Registry Office



2. Delayed Registration of Civil Registry Documents

2.3 MARRIAGE

Delayed registration of marriage certificates are issued to individuals used for any legal purposes.

Office or Division:	Civil Registry Office			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Couples got married here but not yet registered.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Negative Record of Marriage		PSA		
2. Certificate of Marriage		Religious Organizations		
3. Certificate of Membership		SSS, BIR, GSIS, Philhealth		
4. Birth Certificate of Children (if any)		PSA or Local Civil Registry Office		
5. Affidavit of Two Disinterested Person		PAO, Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	Receive and evaluate all the requirement	None	2 minutes	<i>Registration Officer I & II</i> Civil Registry Office
2. Pay the required fee at the Treasury Office	Issue an Order of Payment	P150.00		<i>Revenue Collection Clerk I</i> Treasury Office
3. Return to the Civil Registry Office for the processing of request	Prepare the Certificate of Live Birth	None	5 minutes	<i>Registration Officer I & II</i> Civil Registry Office
4. Review all the entries at the Certificate of Marriage	Give the duly accomplished Certificate of Marriage for review and comment	None	3 minutes	<i>Registration Officer I & II</i> Civil Registry Office



5. Subscribe and sworn the Certificate of Marriage	Administer oath	None	2 minutes	<i>Municipal Civil Registrar Civil Registry Office</i>
6. Get claim stub	Issue claim stub	None	1 minute	<i>Registration Officer I & II Civil Registry Office</i>
	Notice of Posting	None	10 days	<i>Registration Officer I & II Civil Registry Office</i>



3. Issuance of Transcription Certificate of Birth, Marriage & Death

Transcription Certificate of civil registry documents is issued to document owner or duly authorized representative as a proof of its authenticity that the documents were entered in the Registry Book as well in civil registry office database.

Office or Division:	Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Government Issued Identification Card		BIR, Philpost, SSS, GSIS, LTO, PRC, DFA, Employer, CTC		
2. Authorization Letter & Government Issued Identification Card of the document owner or descendants		Document owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip	Verify, search & retrieve document	None	3 minutes	<i>Registration Officer I & II</i> Civil Registry Office
2. Pay the required fee at the Treasurer's Office	Issue an Order of payment	P100.00		<i>Revenue Collection Clerk I</i> Treasury Office
3. Return to the Civil Registry Office for the processing and release of request	Process the request	None	2 minutes	<i>Municipal Civil Registrar & Registration Officer I & II</i> Civil Registry Office
4. Receive the document	Issue the document	None	1 minutes	<i>Registration Officer I & II</i> Civil Registry Office
	TOTAL	PHP 100	6 minutes	



4. Timely Registration of Civil Registry Documents

4.1 BIRTH

Timely registration of birth certificates are issued to individuals used for any legal purposes.

Office or Division:	Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All concerned party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Certificate of Live Birth (COLB)		RHU 3 Birthing Station & Lying in Clinics		
2. For Unmarried Parents (AUSF- RA 9255) Duly Accomplished Certificate of Live Birth Government Issued Identification Card Personal Appearance of Parents		RHU 3 Birthing Station & Lying in Clinics BIR, Philpost, SSS, GSIS, LTO, PRC, DFA, Employer, CTC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Certificate of Live Birth	Receive and check the consistency of entries	None	2 minutes	<i>Registration Officer I & II</i> Civil Registry Office
2. Pay the required fee at the Treasury Office	Issue an Order of Payment Timely Registration AUSF- RA 9255	P50.00 P150.00		<i>Revenue Collection Clerk I</i> Treasury Office
3. Return to the Civil Registry Office for the processing and release of registered COLB	Assign a Registry Number Received and Registered the COLB	None	3 minutes	<i>Registration Officer I & II</i> Civil Registry Office <i>Municipal Civil Registrar</i> Civil Registry Office
4. Receive Registered COLB	Issue the Registered COLB to client	None	1 minute	<i>Registration Officer I & II</i> Civil Registry Office
	TOTAL	PHP200	6 minutes	



4. Timely Registration of Civil Registry Documents

4.2 DEATH

Timely registration of death certificates are issued to individuals used for any legal purposes.

Office or Division:	Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All concerned party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Certificate of Death (COD)		Immediate Family of the deceased		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Certificate of Death	Receive and check the consistency of entries	None	2 minutes	<i>Registration Officer I & II</i> Civil Registry Office
2. Pay the required fee at the Treasury Office	Issue an Order of Payment	P100.00 for Burial fee P150.00 for Transfer permit		<i>Revenue Collection Clerk I</i> Treasury Office
3. Return to the Civil Registry Office for the processing and release of registered COLB	Assign a Registry Number Received and Registered the COD	None	3 minutes	<i>Registration Officer I & II</i> Civil Registry Office <i>Municipal Civil Registrar</i> Civil Registry Office
4. Receive Registered COD	Issue the Registered COD to client	None	1 minute	<i>Registration Officer I & II</i> Civil Registry Office
	TOTAL	Based on revenue code	6 minutes	



4. Timely Registration of Civil Registry Documents

4.3 MARRIAGE

Timely registration of marriage certificates are issued to individuals used for any legal purposes.

Office or Division:	Civil Registry Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All concerned party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Certificate of Marriage (COM)		Citizen Parish Secretary, Pastors & Ministers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished Certificate of Marriage	Receive and check the consistency of entries	None	2 minutes	<i>Registration Officer I & II</i> Civil Registry Office
2. Pay the required fee at the Treasury Office	Issue an Order of Payment	P50.00		<i>Revenue Collection Clerk I</i> Treasury Office
3. Return to the Civil Registry Office for the processing and release of registered COLB	Assign a Registry Number Received and Registered the COM	None	3 minutes	<i>Registration Officer I & II</i> Civil Registry Office <i>Municipal Civil Registrar</i> Civil Registry Office
4. Receive Registered COM	Issue the Registered COM to client	None	1 minute	<i>Registration Officer I & II</i> Civil Registry Office
	TOTAL	PHP 50	6 minutes	



Office of the Municipal Engineer

External Services



1. ISSUANCE OF BUILDING PERMIT - Commercial Building

To provide for all buildings and structures, a framework of minimum standards and requirements, to regulate and control their location, site, design, quality of materials and shall adapt the value of safe information.

Office or Division:	Municipal Engineer's Office		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business Entity		
Who may avail:	Owners/ representative of proposed commercial unit.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of intent		Letter from the owner to be approved at the Mayor's Office	
2. SB Resolution (for commercial building amounting to PHP 750,000.00 and above)		Vice Mayor's Office	
3. Barangay Building Clearance		Barangay Hall (to where the proposed structure/ building is located)	
4. Photocopy of Land Title / Deed of Sale / Contract of Lease		Owner	
5. Tax Declaration		Municipal Assessor's Office – Ground Floor, Municipal Building, Sampaloc, San Rafael, Bulacan	
6. Zoning Certificate		Municipal Planning and Development Office – 2 nd floor Municipal Building, Sampaloc, San Rafael, Bulacan	
7. Fire Safety Certificate		Bureau of Fire Protection – Municipal Compound, Sampaloc, San Rafael, Bulacan	
8. Cost Estimate		Owner / Private Civil Engineer / Architect	
9. Specification		Owner / Private Civil Engineer / Architect	
10. Set of Detailed Plans (duly signed and sealed)		Owner / Private Engineer	
11. Structural Analysis (for 2-storey or more)		Owner / Private Civil Engineer	
12. Photocopy PRC ID's of Engineers with specimen signature		Owner / Private Engineers	
13. Authorization Letter (for representative) with photocopy of IDs and specimen signature		Owner	
14. Corporate Secretary's Certificate (for corporation) with photocopy of IDs and specimen signature		Owner	
15. Approved Construction Safety & Health Program		Department of Labor and Employment	
16. Power Line Operator Certification (PLOC)		MERALCO	
17. Soil Test for 3-storey and above		Private Engineer	



18. Accomplished Building Permit application forms	Municipal Engineer's Office
19. Others as the case maybe	Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Conduct inspection for site evaluation, assess and process building permit application and issue order of payment.	None	5 days	<i>Municipal Engineer, Engineer I</i> Municipal Engineer's Office
2. Pay to the Treasurer's Office	Process payment and issue Official Receipt (O.R.)	<ul style="list-style-type: none"> • PHP 12.00/sq.m. up to 150 sq.m. • PHP 23.00/sq.m. - 151 to 500 sq.m. • 501 sq.m. and above – fees shall be based on the National Building Code of the Philippines □ PHP 10.00 - fixture (light, conv. outlet, faucet and the like) 	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasurer's Office
3. Present O.R. and claim permit	Check O.R. and release Building Permit	None	20 minutes	<i>Municipal Engineer, Engineer I</i> Municipal Engineer's Office
Total		Based on the National Building Code of the Philippines /Local Revenue Code	5 days and 25 minutes	



2. ISSUANCE OF BUILDING PERMIT – Residential Building

To provide for all buildings and structures, a framework of minimum standards and requirements, to regulate and control their location, site, design, quality of materials and shall adapt the value of safe information.

Office or Division:	Municipal Engineer's Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Owners/ representative of proposed residential unit.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Barangay Building Clearance	Barangay Hall (to where the proposed structure/ building is located)		
2. Photocopy of Land Title / Deed of Sale / Contract of Lease	Owner		
3. Tax Declaration	Municipal Assessor's Office – Ground Floor Municipal Building, Sampaloc, San Rafael, Bulacan		
4. Zoning Certificate	Municipal Planning and Development Office – 2 nd Floor Municipal Building, Sampaloc, San Rafael, Bulacan		
5. Fire Safety Certificate	Bureau of Fire Protection – Municipal Compound, Sampaloc, San Rafael, Bulacan		
6. Cost Estimate	Owner / Private Civil Engineer / Architect		
7. Specification	Owner / Private Civil Engineer / Architect		
8. Set of detailed Plans (Duly signed and signed)	Owner / Private Engineer		
9. Structural Analysis (for 2-storey or more)	Owner / Private Civil Engineer		
10. Photocopy PRC ID's of Engineers with specimen signature	Owner / Private Engineers		
11. Authorization Letter (for representative) with photocopy of IDs and specimen signature	Owner		
12. Power Line Operator Certification (PLOC)	MERALCO		
13. Soil Test for 3-storey and above	Private Engineer		
14. Building Permit application forms	Municipal Engineer's Office		
15. Approved Construction Safety & Health Program	Department of Labor and Employment		
16. Others as the case maybe	Owner		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Conduct inspection for site evaluation/ assess and process the building permit application and issue order of payment	None	3 days	<i>Municipal Engineer, Engineer I</i> Municipal Engineer's Office
2. Pay to the Treasurer's Office	Process payment and issue Official Receipt (O.R.)	<ul style="list-style-type: none"> • PHP 8.50/sq.m. up to 150 sq.m. • PHP 23.00/sq.m. - 151 to 500 sq.m. • 501 sq.m. and above – fees shall be based on the National Building Code of the Philippines □ PHP 10.00 - fixture (light, conv. outlet, faucet and the like) 	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasurer's Office
3. Present O.R. and claim permit	Check O.R. and release Building permit	None	20 minutes	<i>Municipal Engineer, Engineer I</i> – Municipal Engineer's Office
Total		Based on the National Building Code of the Philippines/Local Revenue Code	3 days and 25 minutes	



3. ISSUANCE OF CERTIFICATE OF ELECTRICAL INSPECTION

To ensure standard for electrical design, installation and inspection of electrical equipment of all types.

Office or Division:	Municipal Engineer's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business Entity
Who may avail:	Owner/ Electrician
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Yellow Card	MERALCO – Baliuag, Bulacan
2. Electrical Plan (for commercial establishments)	Owner
3. Sketch of Location	Owner
4. Certificate of Occupancy	Developer/Owner/Contractor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Conduct inspection for site evaluation, assess and process the application and issue order of payment	None	3 days	<i>Electrical Inspection</i> Municipal Engineer's Office
2. Pay to the Treasurer's Office	Process payment and issue Official Receipt (O.R.)	PHP150.00 - Residential P300.00 - commercial PHP1,000.00 – single phase <input type="checkbox"/> Additional PHP55.00 – Inspection Fee	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasurer's Office
3. Present O.R. and claim certificate	Check O.R. and release certificate	None	5 minutes	<i>Municipal Engineer, - Engineer I</i> Municipal Engineer's Office
TOTAL		Based on Local Revenue Code	3 days and 10 minutes	



4. ISSUANCE OF OCCUPANCY PERMIT

This serves as a proof that the structure built, completed all the building work and suitable for occupation.

Office or Division:	Municipal Engineer's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business Entity
Who may avail:	Owner/ representative
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Accomplished application form duly notarized	Municipal Engineer's Office - Ground Floor Municipal Building, Sampaloc, San Rafael, Bulacan
2. AS-BUILT Plan signed and sealed by Supervising Engineers	Owner / Private Engineer
3. Construction Log-Book (Daily Activity) signed and sealed by Supervising Engineer	Owner / Private Engineer
4. Photocopy of PTR/ PRC ID's of Engineers with specimen signature	Owner / Private Engineers
5. Fire Safety Inspection Certificate	Bureau of Fire Protection – Municipal Compound, Sampaloc, San Rafael, Bulacan
6. Captioned photographs of Site and completed Building showing front, sides and rear	Owner/Contractor/Developer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Conduct inspection for site evaluation/ assess and process the occupancy permit application and issue order of payment. Issue recommendation (if any)	None	3 days	<i>Municipal Engineer, Engineer I</i> Municipal Engineer's Office
2. Pay to the Treasurer's Office	Process payment and issue Official Receipt (O.R.)	PHP 800.00 residential PHP 1,000.00 - commercial (depends upon the cost of the project)	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasurer's Office
3. Present O.R. and claim permit	Check O.R. and release Occupancy Permit	None	20 minutes	<i>Municipal Engineer/ Engineer I</i> Municipal Engineer's Office
TOTAL		Based on the National Building Code of the Philippines	3 days and 25 minutes	



Office of the Municipal Health Officer

External Services



1. BIRTHING SERVICES

Delivery of normal, non-complicated pregnancy, assess/examine all newborn and conduct post natal care.

Office or Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Pregnant women in active labor

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Home-Based Mother's Record (HBMR/Pink Card) or Mother Baby Book 20– 34 years old 2 nd to 4 th pregnancy NO accompanying medical conditions/complications: <ul style="list-style-type: none"> • Hypertension, heart disease, thyroid disease • Asthma, epilepsy, pre-eclampsia • Obesity, bleeding disorder • Placenta previa • Uterine/ovarian abnormalities • Cephalo-pelvic disproportion • Multiple pregnancies (twins) • Premature contractions • Breech or transverse (suhi) • Previous caesarian section • 2 consecutive abortions 		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present HBMR (pink card) or Mother Baby Book	Asses client and record information admit patient if necessary	None	30 Minutes	Rural Health Midwife/ Public Health Nurse, Municipal Health Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed to labor/delivery room	Monitor and record progress of labor Assist in normal spontaneous delivery Conduct immediate postpartum and essential newborn care	None	6-20 hours	<i>Rural Health Midwife/ Public Health Nurse/ Physician, Municipal Health Office</i>
3. Proceed to ward	Monitor mother and baby Counsel on nutrition, family planning, breastfeeding Perform newborn screening Prepare birth certificate Issue order of payment	None	24 Hours	<i>Rural Health Midwife/ Public Health Nurse/ Physician, Municipal Health Office</i>
4. Claim birth certificate and home medications Go home	Issue birth certificate and home medications	None	5 Minutes	<i>Rural Health Midwife/ Public Health Nurse, Municipal Health Office</i>
TOTAL		None	Based on service delivery	



2. ISSUANCE OF MEDICAL/HEALTH CERTIFICATE

Issued for clients who will seek requirements for local employments, medical excuses and other related medical matters.

Office or Division:	Municipal Health Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	General Public	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>1. Medical Certificate</p> <p>a. For Job Applicants</p> <p>Chest X-ray</p> <p>CBC</p> <p>Urinalysis</p> <p>Neurological examination (in certain cases)</p> <p>Drug Test</p> <p>Stool Examination (in certain cases)</p> <p>b. For return to work after absence</p> <p>Previous record of check-up at facility</p> <p>Medical Certificate from attending Physician</p> <p>c. For PWD registration</p> <p>Clinical abstract or medical certificate of present medical condition from attending Physician</p> <p>d. For OJT and scholarship purposes</p> <p>Chest X-ray</p> <p>Stool examination (in certain cases)</p> <p>e. For pensioners/veterans</p> <p>Physical presence</p>	Client



<p>2. Health Certificate</p> <p>a. For food handlers: Chest X-ray Stool Examination Urinalysis</p> <p>b. For non-food handlers: Chest X-ray</p> <p>c. Pink card: Vaginal smear Anti HBsAg</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	Evaluate submitted requirements Check vital signs and record Refer to Physician Issue order of payment	None	5 Minutes	Rural Health Midwife/ Public Health Nurse/ Rural Sanitary Inspector, Municipal Health Office
2. Proceed to Physician	Asses Client	None	5 Minutes	Physician, Municipal Health Office
3. Secure Official Receipt	Accept payment and issue official receipt (OR)	Medical/ Health Certificate PHP100.00	5 Minutes	Public Health Nurse, Municipal Health Office
4. Present OR	Issue medical/health certificate	None	2 Minutes	Rural Health Midwife/ Public Health Nurse/ Rural Sanitary Inspector, Municipal Health Office
Total		PHP 100	17 minutes	



3. ISSUANCE OF SANITARY PERMIT

Pursuant to PD 856-The Standards of the Sanitary Code of the Philippines, all business establishments, food and non-food are required to secure sanitary permit

Office or Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Owners of Business Establishments
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. INDUSTRIAL ESTABLISHMENTS <ul style="list-style-type: none"> • Pollution Control Officer Contract • Health Certificate of every personnel (chest x-ray) • Certificate of Potability Bacteriological, physical and Chemical examination results of water • Vermin Control certificate / Pest Control certificate 	Client
2. PUBLIC PLACES <ul style="list-style-type: none"> • Bacteriological examination results of water source • Health Certificate of all personnel (chest x-ray) • Vermin Control certificate / Pest Control certificate 	Client
3. FOOD ESTABLISHMENT/FOOD PROCESSING <ul style="list-style-type: none"> • Certificate of Potability • Bacteriological, physical and Chemical examination result of water • Health Certificate of all personnel (chest x-ray) • Vermin Control certificate / Pest Control certificate 	Client



4. MEDICAL CLINICS/LYINGIN/MEDICAL LABORATORY/PHARMACY <ul style="list-style-type: none"> • DOH License to operate (clinic, lying in, medical laboratory / FDA License to Operate (Pharmacy) / DOH Certificate (ABTC) • Health Certificate of all personnel (chest x-ray) 		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Review submitted requirements and application form Issue order of payment	None	2 Minutes	Rural Sanitary Inspector, Municipal Health Office
2. Proceed to Municipal Health Officer	Evaluate, affix signature and issue sanitary permit	None	2 Minutes	Municipal Health Officer, Municipal Health Office
3. Secure Official Receipt for Health Certificate	Accept payment and issue official receipt (OR)	Medical/Health Certificate PHP100.00	5 Minutes	Public Health Nurse, Municipal Health Officer
	Total	PHP 100	9 minutes	



4. OUT – PATIENT CONSULTATIONS

The service provides Primary Health Care which include consultations, treatment of common diseases and injuries and proper referral of patients with cases in need of hospitalization.

Office or Division:	Municipal Health Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	General Public	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Pre–Natal and Post–Partum Check up <input type="checkbox"/> Mother Baby Book		Municipal Health Office
Expanded Program on Immunization (Bakuna sa Sanggol) <input type="checkbox"/> Mother Baby Book		Municipal Health Office
Child Check – up (0-59 months) <input type="checkbox"/> ECCD Card or Mother Baby Book		Municipal Health Office
TB DOTS <input type="checkbox"/> Sputum Examination results, Chest x-ray results / NTP PATIENT BOOKLET		Municipal Health Office
Rabies Vaccination <input type="checkbox"/> Referral slip (new client) <input type="checkbox"/> Immunization Card		Municipal Health Office
Family Planning Services <input type="checkbox"/> Schedule card for old clients		Municipal Health Office
Non-communicable disease Program (Hypertension, Diabetes) ➤ New Clients – Prescription from attending Physician ➤ Old Clients – Hypertension – DM booklet		Municipal Health Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Requirements	Assess Client Refer to Physician if necessary Issue order of payment for services requiring fees	None	5 Minutes	Rural Health Midwife/ Public Health Nurse, Municipal Health Office
2. Proceed to Physician if referred	Assess Client	None	5-10 Minutes	Physician, Municipal Health Office
3. Secure Official Receipt	Accept payment and issue official receipt (OR)	Urinalysis PHP30.00 Hemoglobin/ Hematocrit- PHP30.00 Stool Examination- PHP30.00 Blood Typing- PHP30.00 Pregnancy Test- PHP50.00 Tetanus Toxoid- PHP20.00 Immunization for infants- PHP10.00 per antigen	5 Minutes	Rural Health Midwife/ Public Health Nurse, Municipal Health Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Nebulization- PHP20.00 Fasting Blood Sugar- PHP50.00 Pills- PHP25.00 DMPA- PHP100.00 Condom- PHP10.00/pack Anti Rabies vaccine: PHP400.00		
4. Present OR	Perform corresponding service	None	5 Minutes	Rural Health Midwife/ Public Health Nurse/ Medical Technologist, Municipal Health Office
5. Proceed to Nurse	Dispense drugs and medicines	None	2 Minutes	Public Health Nurse, Municipal Health Office
TOTAL		Based on services rendered	22-27 minutes	



Office of the Municipal Mayor

External Services



1. COMMUNITY MORTGAGE PLAN CERTIFICATE

It is a certification issued to an individual who is a qualified beneficiary of a program to be undertaken through a Community Mortgage Plan (CMP). Through this certification, Manila Electric Company is hereby permitted to connect to its service lines the electrical connections of their house/structure after compliance with all requirements.

Office of Division:	MAYOR'S OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All residents of San Rafael applying for a new electric meter			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Barangay Clearance 2. Certificate of Electrical Inspection (CEI) 3. Application Form (Yellow Card) 4. Community Tax Certificate 5. Official Receipt 		<ol style="list-style-type: none"> 1. Office of the Barangay Captain 2. Municipal Engineering Office 3. Meralco 4. Municipal Treasurer's Office 5. Municipal Treasurer's Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	<ol style="list-style-type: none"> 1. Receive and check requirements for completeness 2. Issue the order of payment 3. Start preparing the certificate 	None	5 minutes	<i>EAll / Administrative Assistant I Mayor's Office</i>
2. Secure Official Receipt	2.1 Process payment and issue Official Receipt (OR)	Php 100.00	5 minutes	<i>Revenue Collection Clerk II Municipal Treasurer's Office</i>
3. Submit Official Receipt	3.1 Check Official Receipt	None	1 minute	<i>EAll / Administrative Assistant I Mayor's Office</i>
4. Waiting for the Signed Certificate and Claim Certificate	4.1 Log and release the CMP certificate to the client	None	3 minutes	<i>EA II / Administrative Assistant I Mayor's Office</i>
TOTAL:		Php 100.00	14 minutes	



2. ENDORSEMENT AND RECOMMENDATION

Medical endorsement is a document issued to an individual seeking medical support and financial assistance. Franchise endorsement is a document issued to an individual authorizing a tricycle operator or vehicle to operate in a certain area. A recommendation is a document issued to an individual seeking a job or on-the-job training.

Office of Division:	MAYOR'S OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Residents of San Rafael

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Endorsement for Medical/ Financial Assistance</p> <ol style="list-style-type: none"> Certificate of Indigency Medical Abstract Social Case Study Report <p>Franchise Endorsement</p> <ol style="list-style-type: none"> Tricycle Franchise Driver's License Certificate of Registration (COR) Certificate of Membership Community Tax Certificate Official Receipt <p>Recommendation Letter</p> <ol style="list-style-type: none"> Barangay Clearance Resume Official Receipt 	<p>Endorsement for Medical/ Financial Assistance</p> <ol style="list-style-type: none"> Office of the Barangay Captain Respective Hospital Municipal Social and Welfare Division Office <p>Franchise Endorsement</p> <ol style="list-style-type: none"> Business Permits and Licensing Office Land Transportation Office (LTO) Land Transportation Office (LTO) Respective TODA President Municipal Treasurer's Office Municipal Treasurer's Office <p>Recommendation Letter</p> <ol style="list-style-type: none"> Office of the Barangay Captain Personal document Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1.1 Check requirements and prepare document 1.2 Issue an order of payment	None	5 minutes	EA II / Administrative Assistant I Mayor's Office
2. Secure Official Receipt	2.1 Process payment and issue Official Receipt (OR)	Php 100.00	5 minutes	Revenue Collection Clerk II Municipal Treasurer's Office
3. Submit Official Receipt (Endorsement)	3.1 Check Official Receipt	None	1 minute	EA II / Administrative Assistant I Mayor's Office
4. Wait for the Signed Document and Claim	4.1 Log and release document to the client	None	3 minutes	EA II / Administrative Assistant I Mayor's Office
TOTAL:		Php 100.00	14 minutes	



3. ATTENDING TO CLIENTS' ISSUES AND CONCERNS

Issues and concerns receive, evaluate and answer the requests, complaints and inquiries to the Office of the Municipal Mayor

Office of Division:	MAYOR'S OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2P – Government to People			
Who may avail:	All Residents of San Rafael			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Pertinent document related to the concern.		1. Personal document.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log personal details	1.1 Logging personal details and asking about the purpose of the visit 1.2 Endorse the client's concern	None	1 minute	<i>Clerk I / Administrative Assistant I Mayor's Office</i>
2. Submit Requirements for Consultation	2.1 Review pertinent document 2.2 Discussion of the client's concern	None	10 minutes	<i>Secretary to the Mayor Mayor's Office</i>
TOTAL:		None	11 minutes	



Municipal Mayor's Office

Internal Services



1. ISSUANCE OF TRAVEL AUTHORITY

It is a certification document that grants permission for an employee to travel abroad.

Office of Division:	MAYOR'S OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Current employee of the Municipality of San Rafael			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter 2. Duly accomplished Application Form for Leave of Absence 3. Clearance Form		1. Personal document 2. HRM Office 3. HRM Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1.1 Receive and check requirements 1.2 Prepare and Print Authority	None	4 minutes	<i>Administrative Assistant I Mayor's Office</i>
2. Wait for the Signed Authority and Claim	2.1 Log and release the authority to the client	None	2 minutes	<i>Administrative Assistant I Mayor's Office</i>
TOTAL:		None	6 minutes	

2. ISSUANCE OF TRAVEL/ TRAINING ORDER

It is a document that grants permission for an employee to attend a training.

Office of Division:	MAYOR'S OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Current employee of the Municipality of San Rafael			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter with approval 2. Program/Activity/Letter		1. Personal Document 2. Training Agency/Training Organizer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1.1 Receive and check requirements 1.2 Prepare and print	None	4 minutes	<i>Administrative Assistant I Mayor's Office</i>
2. Wait for the Signed and Claim	2.1 Log and release the training order to the client	None	2 minutes	<i>Administrative Assistant I Mayor's Office</i>
TOTAL:		None	6 minutes	



Business Permits and Licenses

External Services



1. AFFIDAVIT OF LOW INCOME

It is a document issued to the residents of San Rafael that states that he/she has a low income and usually intended for scholarship purposes.

Office or Division:	BUSINESS PERMITS & LICENSES			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Scholar Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form		Business Permits & Licenses		
2. Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application	Check requirements	None	4 minutes	<i>Admin. Aide III,</i> Business Permits & Licenses
2. Secure Official Receipt	Receive payment/ issues Official Receipt	PHP 100	5 minutes	<i>Revenue Collection Clerk II,</i> Municipal Treasurer's Office
3. Submit Official Receipt	Prepares Affidavit of Low Income	None	5 minutes	<i>Admin. Aide III,</i> Business Permits & Licenses
4. Receive signed Affidavit of Low Income	Release Affidavit of Low Income	None	5 minutes	<i>Admin. Aide III,</i> Business Permits & Licenses
TOTAL		PHP 100	19 minutes	



2. BUSINESS PERMIT

Business Permit is a right or permission granted in accordance with the law by a competent authority to engage in some business or occupation or to engage in some transaction.

Office or Division:	BUSINESS PERMITS & LICENSES			
Classification:	Simple, Complex, Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. DTI/SEC		Department of Trade & Industry (DTI), Malolos & LGU office / SEC - Makati		
2. Community Tax Certificate (CTC)		Municipal Treasurer's Office		
3. Financial Statement for Renewal		Bookkeeper		
4. Sanitary Certificate		Sanitary Inspector, Rural Health Unit I		
5. MENRO Certificate		Municipal Environment & Natural Resources' Office		
6. Official Receipt		Municipal Treasurer's Office		
7. Fire Safety Inspection		Bureau of Fire Protection		
8 Lease Contract if leased		Building owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Online Application 1.2. Online application (walk-in)	Assess requirements & fees	None	10 minutes	<i>Licensing Officer II Administrative Aide IV Business Permits & Licenses</i>
2. Pay the assessed fees	2.1 Receive payment	Based on the Revenue Code cited below	5 minutes	<i>Revenue Collection Clerk II, Municipal Treasurer's Office Revenue Collection Clerk II, Municipal Treasurer's Office</i>
	2.2 Issues O.R.		5 minutes	
3. Receive Mayor's permit	3.1 Prepares Mayor's Permit	None	5 minutes	<i>Admin Aide IV, Permits & Licenses Admin Aide IV, Permits & Licenses</i>
	3.2. Release to business owner		5 minutes	
TOTAL		Based on the Revenue Code	30 minutes	



3. CERTIFICATIONS

Certifications are issued to affirm the validity of information.

Office or Division:	BUSINESS PERMITS & LICENSES			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certification of Barangay Business Closure/ No Business		Barangay where the business is located		
2. Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application	Check requirements	None	5 minutes	<i>Admin. Aide IV, Business Permits & Licenses</i>
2. Secure Official Receipt	Receive payment/ issues O.R.	PHP 100	5 minutes	<i>Revenue Collection Clerk, Municipal Treasurer's Office</i>
3. Submit Official Receipt	Prepares Certification	None	5 minutes	<i>Licensing Officer II, Business Permits & Licenses</i>
4. Waiting for signed Certification	Release Certification	None	5 minutes	<i>Admin. Aide IV, Business Permits & Licenses</i>
TOTAL		PHP 100	20 minutes	



4. MAYOR'S CLEARANCE

Mayor's Clearance is issued to individual needing this document that states that he/she has no pending case and a person of good character, peaceful and law-abiding.

Office or Division:	BUSINESS PERMITS & LICENSES			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All San Rafaelenos and other clientele			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance		Office of the Barangay Captain from respective barangay		
2. Community Tax (CTC)		Municipal Treasurer's Office		
3. Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application	Check requirements	None	5 minutes	<i>Admin. Aide VI, Business Permits & Licenses</i>
2. Secure Official Receipt	Receive payment/ issues O.R.	PHP 100	5 minutes	<i>Revenue Collection Clerk II, Municipal Treasurer's Office</i>
3. Submit Official Receipt	Prepares Mayor's Clearance	None	5 minutes	<i>Admin. Aide VI, Business Permits & Licenses</i>
4. Receive signed Mayor's Clearance	Release Mayor's Clearance	None	5 minutes	<i>Admin. Aide VI, Business Permits & Licenses</i>
TOTAL		PHP 100	20 minutes	



5. TRICYCLE FRANCHISE

Tricycle Franchise is a right or privilege given to the owner to operate a tricycle within the designated area.

Office or Division:	BUSINESS PERMITS & LICENSES			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Tricycle Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance		Office of the respective Barangay Captain		
2. Community Tax Certificate (CTC)		Municipal Treasurer's Office		
3. Certificate of Membership		Respective TODA President		
4. Certificate of Registration (COR)		Land Transportation Office		
5. Driver's License		Land Transportation Office		
6. Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application	Check requirements	None	5 minutes	<i>Applicant</i>
2. Secure Official Receipt	Receive payment/ issues Official Receipt	PHP 100 – renewal PHP 320 - new	5 minutes	<i>Revenue Collection Clerk II, Municipal Treasurer's Office</i>
3. Submit Official Receipt	Prepares Franchise	None	5 minutes	<i>Admin. Aide IV, Business Permits & Licenses</i>
4. Waiting for signed Tricycle Franchise	Release Certification	None	10 minutes	<i>Admin. Aide IV, Business Permits & Licenses</i>
TOTAL		Based on the Revenue Code	25 minutes	



Human Resource and Management Office

External Services



1. CERTIFICATE OF EMPLOYMENT

It is a document issued to employees who are previously employed in the agency intended for legal purposes.

Office or Division:	MO – HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	previous employee of the Municipality of San Rafael			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request slip (1Copy)		HRM Office (Walk-in)		
Authorization letter (if with representative)		Former employee		
PRINCIPAL				
Request form		HRM Office (Walk-in)		
Valid Government Issued ID		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
REPRESENTATIVE				
Request form		HRM Office (Walk-in)		
Authorization letter		Person being represented (Former Employee of the Municipal of San Rafael)		
Valid Government Issued ID (Person being represented)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
Valid Government Issued ID (Representative)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request slip	1.1 Receive request slip	None	2 minutes	<i>HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO</i>
	1.2 Prepare and print certification	None	6 minutes	<i>HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO</i>
	1.3 Sign Certification	None	1 minute	<i>HRMO III/HRMO I MO-HRMO</i>
2. Receive Certification and sign in logbook of Document Issued	Release Certification	None	1 minute	<i>HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO</i>
TOTAL		None	10 minutes	



2. ISSUANCE OF SERVICE RECORD

It is a document issued to employees who are previously employed intended for legal purposes.

Office or Division:	MO – HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Employee, previous employee of the Municipality of San Rafael			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request slip (1Copy)		HRM Office (Walk-in)		
Authorization letter (if with representative)		Former employee		
PRINCIPAL				
Request form		HRM Office (Walk-in)		
Valid Government Issued ID		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
REPRESENTATIVE				
Request form		HRM Office (Walk-in)		
Authorization letter		Person being represented (Former Employee of the Municipal of San Rafael)		
Valid Government Issued ID (Person being represented)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
Valid Government Issued ID (Representative)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request slip	1.1 Receive request slip	None	2 minutes	<i>HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO</i>
	1.2 Prepare and print service record	None	10 minutes	<i>HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO</i>
	1.3 Sign service record	None	1 minute	<i>HRMO III/HRMO I MO-HRMO</i>
2. Receive service record and sign in logbook of Document Issued	Release service record	None	1 minute	<i>HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO</i>
TOTAL		None	14 minutes	



Human Resource and Management Office

Internal Services



1. CERTIFICATE OF EMPLOYMENT

It is a document issued to employees who are still employed in the agency intended for legal purposes.

Office or Division:	MO – HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Current employee of the Municipality of San Rafael			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request slip (1Copy)		HRM Office (Walk-in)		
Authorization letter (if with representative)		Former employee		
PRINCIPAL				
Request form		HRM Office (Walk-in)		
Valid Government Issued ID		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
REPRESENTATIVE				
Request form		HRM Office (Walk-in)		
Authorization letter		Person being represented (Former Employee of the Municipal of San Rafael)		
Valid Government Issued ID (Person being represented)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
Valid Government Issued ID (Representative)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request slip	1.1 Receive request slip	None	1 minute	HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO
	1.2 Prepare and print certification	None	3 minutes	HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO
	1.3 Sign Certification	None	1 minute	HRMO III/HRMO I MO-HRMO
2. Receive Certification and sign in logbook of Document Issued	Release Certification	None	1 minute	HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO
TOTAL		None	6 minutes	



2. ISSUANCE OF SERVICE RECORD

It is a document issued to employees who are still employed in the agency intended for legal purposes.

Office or Division:	MO – HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Current employee of the Municipality of San Rafael			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request slip (1Copy)		HRM Office (Walk-in)		
Authorization letter (if with representative)		Former employee		
PRINCIPAL				
Request form		HRM Office (Walk-in)		
Valid Government Issued ID		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
REPRESENTATIVE				
Request form		HRM Office (Walk-in)		
Authorization letter		Person being represented (Former Employee of the Municipal of San Rafael)		
Valid Government Issued ID (Person being represented)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
Valid Government Issued ID (Representative)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request slip	1.1 Receive request slip	None	1 minute	<i>HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO</i>
	1.2 Prepare and print service record	None	3 minutes	<i>HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO</i>
	1.3 Sign Service record	None	1 minute	<i>HRMO III/HRMO I MO-HRMO</i>



2. Receive service record and sign in logbook of Document Issued	Release service record	None	1 minute	<i>HRMO III, HRMO I, Cash Clerk II, Clerk MO – HRMO</i>
TOTAL		None	6 minutes	



Office of the Municipal Planning and Development Coordinator

External Services

1. PROCESSING OF DEVELOPMENT PERMIT (DP) and RECLASSIFICATION OF AGRICULTURAL LANDS



The processing of Development Permit and Reclassification of Agricultural Lands for subdivisions and for commercial and industrial developments.

Office or Division:		MUNICIPAL PLANNING AND DEVELOPMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2B		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Accomplished Application Form 2. Letter request for DP/Reclass. addressed to the Municipal Mayor and Vice Mayor 3. Photocopy of Land Title 4. Deed of Sale (if applicable) 5. Photocopy of Location Plan 6. Photocopy of Project Plan 7. Photocopy of Subdivision Plan 		<ol style="list-style-type: none"> 1. MPDO 2. To be provided by the client 3. RD or DAR 4. Client 5. Client 6. Client 7. Client 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of the documentary requirements for assessment, verification and fill up the application form	<ol style="list-style-type: none"> 1. For D.P. -Evaluate the application and endorse to the Sangguniang Bayan for approval 2. For Reclass. - Evaluate the application and endorse to the Sangguniang Bayan for deliberation and decision 	None	5 minutes	<i>Municipal Planning and Development Coordinator</i> Municipal Planning and Development Office
TOTAL		None	5 minutes	



2. ISSUANCE OF DEVELOPMENT PERMIT and RECLASSIFICATION OF AGRICULTURAL LANDS

The Development Permit and Reclassification of Agricultural Lands for subdivisions and for commercial and industrial developments is issued after the presentation of the resolution/ordinance approving the request by the developer/investor.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Accomplished Application Form 2. Letter request for DP/Reclass. addressed to the Municipal Mayor and Vice Mayor 3. Photocopy of Land Title 4. Deed of Sale (if applicable) 5. Photocopy of Location Plan 6. Project Plan 7. Subdivision Plan 8. Resolution of No Objection issued by the Barangay concerned 		<ol style="list-style-type: none"> 1. MPDO 2. Client 3. Register of Deeds or Department of Agrarian Reform 4. Client 5. Client 6. Client 7. Client 8. Client 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of the approved Sangguniang Bayan Resolution/Ordinance	<ol style="list-style-type: none"> 1. Issue order of payment. 1.1 Prepare Decision on Zoning and/or Development Permit 1.2 Prepare Development Permit 	<ol style="list-style-type: none"> 1. None 1.1 Php 5.00/sqm for residential, Php 10.00 for commercial and Php 20.00 for Industrial 1.2 Php 2.00 sqm for development permit 	5 minutes	<p style="text-align: center;"><i>Municipal Planning and Development Coordinator - Municipal Planning and Development Office</i></p>



<p>2. Pay the required fees at the Treasurer's Office presenting the Order of Payment</p>	<p>Release Development Permit or Decision on Zoning</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Revenue Collection Clerk II, Municipal Treasurer's Office</i></p>
<p>3. Present Official Receipt and claim the document (Decision on Zoning or Development Permit)</p>	<p>Release the Locational Clearance</p>	<p>None</p>	<p>1 minute</p>	<p><i>Municipal Planning and Development Coordinator, Computer Operator I, Clerk III, Project Development Officer I, Statistician Aide, Municipal Planning and Development Office</i></p>
<p style="text-align: right;">TOTAL</p>		<p>Based on application details</p>	<p>8 minutes</p>	



3. ISSUANCE OF LOCATIONAL CLEARANCE

The Locational Clearance is issued to individuals/company/establishments who are planning to construct or improve their building or any facility. The clearance states that the project conforms with the Comprehensive Land Use Plan of the municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Accomplished Application Form 2. Photocopy of Land Title 3. Deed of Sale (if applicable) 4. Photocopy of Location Plan 5. Photocopy of Project Plan 6. Photocopy of Subdivision Plan 7. Copy of Tax Declaration 8. Copy of Updated Tax Receipt 9. Copy of Clearance from the Barangay Council 	<ol style="list-style-type: none"> 1. MPDO 2. RD, DAR 3. Client 4. Client 5. Client 6. Client 7. Assessor's Office 8. Treasurer's Office 9. Barangay where project is located

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of the documentary requirements for assessment and verification and fill up the application form	<ol style="list-style-type: none"> 1. Receive the required documents and check for completeness 1.1 Issue Order of Payment if all required documents are given 1.2 Start processing the request 	250.00 or 1/10 of 1% of the project cost	3 minutes	<i>Municipal Planning and Development Coordinator - Municipal Planning and Development Office</i>
2. Pay the required fees at the Treasurer's Office by showing Order of Payment	2. Accept the payment based on the Order of Payment		2 minutes	<i>Revenue Collections Clerk II, Municipal Treasurer's Office</i>
3. Present O. R. and claim the Locational Clearance	3. Release the Locational Clearance		1 minute	<i>Municipal Planning and Development Coordinator - Municipal Planning and</i>



				Development Office
	TOTAL:	250.00 or 1/10 of 1% of the project cost	6 minutes	



Office of the Municipal Social Welfare and Development Officer

External Services



1. ISSUANCE OF CERTIFICATE OF INDIGENCY

Certificate of Indigency is a certificate issued to indigent/ low-income constituents for the purposes of availing free legal assistance from the Public Attorney's Office and educational assistance from other agencies.

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any individual or families

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One copy each document, date not later than one week	

1. Birth Certificate 2. Barangay certificate of indigency 3. Certificate of no real property 4. Certificate of low income 5. Certificate of No business 6. Certificate of tax exemption	1. MCR/ PSA 2. From the barangay chairman where the senior citizen applicant resides. 3. Office of the Municipal Assessor 4. Permits and Licenses 5. Permits and Licenses 6. BIR
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete requirements	1. Validate the requirements	None	5 minutes	Clerk, MSWD Office
2. Wait until the Certificate is completed	2. Prepare and print Certificate of Indigency.	None	5 minutes	<i>Clerk</i> , MSWD Office
3. Receive the document	3. Release the document.	None	1 minute	<i>Clerk</i> , MSWD Office
TOTAL		None	11 minutes	



2. ISSUANCE OF PRE-MARRIAGE COUNSELING CERTIFICATE

Applicants for marriage license are required by the government to attend the Pre- marriage counseling to provide with essential information and help them prepare for married life. This pre-requisite to obtaining a marriage license is governed by two laws namely;

Article 16 of the New Family Code (EO 209) promulgated in 1987 provides that applicants for marriage license who need parental consent (18 years old for females, 21 for males) and parental advice (those aged 21-25 for both males and females) shall attach a certification of marriage counseling to their applications for marriage license and;

PD 965 which was issued on July 20, 1976. It requires all marriage license applicants to receive instructions about family planning and responsible parenthood

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Would be couples of legal age applying for Marriage license			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished PMC Registration Form		MSWD Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Accomplished PMC Registration Form and Marriage inventory form	1. Review the Accomplished PMC Registration Form	NONE	10 minutes	<i>Social Welfare Aide, MSWD Office</i>
2. Attend the PMC Seminar	2. Conduct the PMC Seminar		4 hours	<i>Social Welfare Aide, MSWD Office</i>
3. Pay the corresponding fees	3. Issuance of Official Receipt	PHP150	5 minutes	<i>Revenue Collection Clerk, Municipal Treasurer's Office</i>
4. Claim the certificate	4. Release the PMC Certificate		2 minutes	<i>Social Welfare Aide, MSWD Office</i>
TOTAL		PHP150	4 hours and 17 minutes	



3. ISSUANCE OF PURCHASE BOOKLET

There are two types of purchase booklets; the booklet for basic commodities and the booklet for medicines. Persons with disability and senior citizens are entitled to avail of the discounts for medicines and groceries through these booklets.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Any individual who is included in the classification of senior citizens and person with disabilities as per the provisions of IRR of RA 7277 and RA 9994.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ID (PWD or Senior Citizen)		MSWD Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the ID	1. Validate the ID	None	1 minute	<i>Clerk, MSWD Office</i>
2. Wait for the release of purchase booklet	2. Prepare Purchase booklet. Record in the logbook	None	4 minutes	<i>Clerk, MSWD Office</i>
3. Receive the Purchase booklet	3. Release booklet	None	1 minute	<i>Clerk, MSWD Office</i>
TOTAL		None	6 minutes	



4. ISSUANCE OF SOCIAL CASE STUDY REPORT FOR:

- A) Burial Assistance
- B) Hospitalization Assistance, Medical Assistance, Financial Assistance
- C) Assistance for victims of VAWC
- D) Educational Assistance (SPED)
- E) Material Assistance to Victims of Calamities

Social Case Study Report – it is a referral letter or a case study (prepared by the MSWDO or a social worker) for the concerned agencies like PCSO, Hospitals, other agencies offering special social services and other service providers

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Any individual or family who is in the midst of economic, physical and emotional crisis; needing social welfare intervention.			
One copy of each document original or certified photocopy, date not later than one week				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of residency			1. From the concerned barangay chairman where the client resides	
2. Medical Abstract			2. From the hospital, clinic where the client is being treated	
3. Referral			3. From the Hospital service provider or agency having the initial contact/ findings with the client.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete requirements	1. Validate the requirements	None	5 minutes	<i>Clerk, MSWD Office</i>
2. Cooperate during the interview process.	2. Interview the client and prepare the Social Case Study Report	None	30 minutes	<i>Clerk, MSWD Office</i>
3. Wait for the signed document	3. Sign the documents	None	1 minute	<i>MSWD Officer and Clerk, MSWDO</i>
4. Receive the document	4. Issue the document	None	1 minute	<i>Clerk, MSWD Office</i>
TOTAL		None	37 minutes	



5. PROVISION OF AID TO INDIVIDUAL IN CRISIS SITUATION:

- A) Hospitalization, Medical Assistance, Financial Assistance
- B) Burial Assistance
- C) Subsistence/ Food Assistance
- D) Assistance for VAWC Victims
- E) Educational Assistance (SPED)
- F) Emergency Assistance/ Materials assistance for victims of calamities
- G) Transportation Assistance/ Balik Probinsya
- H) Free Medicines
- I) Free Laboratory
- J) Burial Assistance for COVID 19 Victim – Php 15,000.00

Financial Assistance or Assistance to Individual in Crisis Situation (AICS) - the provision of needed interventions to enable distressed individuals/families to cope up with the crisis that they are presently suffering from; assistance maybe in the form of transportation assistance, medical or hospitalization assistance, food assistance, material assistance or burial assistance/ sympathy flowers to bereaved families and other financial support.

Office or Division:	Municipal Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any individual or family who is in the midst of emotional crisis but not limited to any of the following: death, illness, abuse of a family member, victim of calamities or economic difficulties needing social welfare intervention.

A) HOSPITALIZATION/ MEDICAL / FINANCIAL ASSISTANCE FOR HEALTH RELATED CASES

One copy of each document original or certified photocopy, date not later than one week

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of residency	1. From the concerned barangay captain where the client resides
2. Medical Abstract	2. From the hospital, clinic where the client is being treated. (for financial assistance)
3. Prescription for Medicines	3. From the physician who is directly conducting the check-up or treatment of the person who has lingering illness. (for medical assistance)
4. Photocopy of ID of patient and relative seeking assistance	4. It varies with the type of ID that will be submitted
5. Birth certificate if the client is child or parent and marriage certificate if spouse	5. MCR or PSA
6. Request Letter addressed to Municipal Mayor	6. Written by client



B) BURIAL ASSISTANCE	
One copy of each document original or certified photocopy, date not later than one week	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of residency	1. From the concerned barangay captain where the client resides
2. Death Certificate with Registry number	2. From MCR or PSA
3. Marriage Certificate/ If the claimant is not married, certification from Barangay Captain that they are living together	3. From MCR or PSA/ from the concerned barangay captain where the client resides
4. Request Letter addressed to Municipal Mayor	4. Written by client
5. Photocopy of valid ID of claimant	5. Claimant/ Client
6. Waiver of the siblings if the child is the claimant (for deceased senior citizens)	6. Written and signed by siblings
7. Official Receipts (not to exceed ₱30,000) or contract for Funeral Services, Promissory note if available	7. Funeral Parlor
8. Birth Certificate (PSA authenticated or certified photocopy)	8. MCR or PSA
C) SUBSISTENCE/ FOOD ASSISTANCE For stranded clients	
One copy of each document original; date not later than one week	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Police Report that they are at lost/ stranded and needs assistance.	1. Municipal PNP
2. Any Valid ID or residence certificate, barangay certification indicating the address (if available)	2. From the place of origin
3. Request Letter addressed to Municipal Mayor	3. Written by client
D) Assistance to Victims of VAWC	
One copy of each document original or certified photocopy; date not later than one week	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of residency	1. From the concerned barangay captain where the client resides
2. Request Letter addressed to Municipal Mayor	2. Written by client



3. Photocopy of valid ID of claimant	3. Claimant/ Client
4. Birth Certificate (PSA authenticated or certified photocopy)	4. MCR or PSA
5. Photocopy of valid ID of claimant	5. Claimant/ Client
6. Legal documents from the court/Medico Legal Report	6. RTC Branch handling the case/Prosecutors Office/ PNP crime lab

E) EDUCATIONAL ASSISTANCE FOR SPED

One copy of each document original or certified photocopy, date not later than one week

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of residency	1. From the concerned barangay captain where the client resides
2. Official Receipts or Certificate of Enrollment from the school	2. SPED School
3. Request Letter addressed to Municipal Mayor	3. Written by client
4. Photocopy of valid ID of claimant	4. Claimant/ Client
5. Birth Certificate (PSA authenticated or certified photocopy)	5. MCR or PSA

F) Emergency Assistance/ Materials assistance for victims of calamities

One copy of each document original or certified photocopy, date not later than one week

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of residency	1. From the concerned barangay captain where the client resides
2. Request Letter addressed to Municipal Mayor	2. Written by client
3. Photocopy of valid ID of claimant	3. Claimant/ client
4. Picture of damaged houses	4. Client
5. Certification of barangay captain indicating the estimated damage	5. From the concerned barangay captain where the client resides
6. Certification of the extent of damage/ estimated cost	6. BFP Office
7. Bill of materials	7. Client

G) Transportation Assistance/ Balik Probinsya

One copy of each document original or certified photocopy, date not later than one week



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of residency 2. Request Letter addressed to Municipal Mayor 3. Cost of ticket by land, air, sea transportation	1. From the concerned barangay captain where the client resides 2. Written by client 3. Ticketing/ travel agency

H) FREE MEDICINES

One copy of each document original or certified photocopy, date not later than one week

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of residency 2. Doctor's prescription 3. Case study 4. Photocopy of valid ID of claimant	1. From the concerned barangay captain where the client resides 2. From Physician 3. From MSWDO 4. Claimant/ Client

I) FREE LABORATORY SERVICES

One copy of each document original or certified photocopy, date not later than one week

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of residency 2. Laboratory request 3. Case study	1. From the concerned barangay captain where the client resides 2. From Physician 3. From MSWDO

J) BURIAL ASSISTANCE FOR COVID 19 VICTIM – PhP15,000.00

One copy of each document original or certified photocopy, date not later than one week

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of residency 2. Request Letter addressed to Municipal Mayor 3. RTPCR Positive Result 4. Death Certificate indicating COVID 19 as the cause of death	1. From the concerned barangay captain where the client resides 2. Written by client 3. MHO 4. Private Physician



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete requirements	1. Check the requirements	None	5 minutes	<i>Admin Aide III, MSWD Office</i>
2. Cooperate during the interview process.	2. Interview the client and prepare the Social Case Study Report 2.1 Prepare the Request Information Sheet	None	30 minutes	<i>Admin Aide III, MSWD Office</i>
3. Wait for the signed document	3. Sign the document	None	1 minute	<i>MSWDO and Admin Aide III, MSWDO Office</i>
4. Receive the document	4. Issue the document	None	1 minute	<i>Admin Aide III, MSWD Office</i>
5. Bring the document to the budget office for Obligation Request 5.1 (if the financial assistance is 1,000 pesos and below) Bring the document to the Office of the Municipal Administrator for signature	5. Prepare the Obligation Request and have it signed by the concerned officials 5.1 Sign the document and bring to the office of the Municipal Treasurer	None		<i>Admin Aide III, Budget Office</i> <i>Municipal Administrator/ Admin Aide III, Office of the Municipal Mayor-Administrator</i>
6. Bring the documents to the Office of the Municipal Accountant 6.1 Bring the documents to the Office of the Municipal Treasurer	6. Prepare the voucher/ petty cash voucher 6.1 Prepare petty cash voucher	None	1 minute	<i>Admin Aide III, Office of the Municipal Accountant</i> <i>Admin Aide III, Office of the Municipal Treasurer</i>



7. Receive the check/ cash	7. Release of check 7.1 Release of cash	None	1 minute	<i>Admin Aide III, Office of the Municipal Treasurer</i>
TOTAL		None	39 minutes	

6. PROVISION OF IDENTIFICATION CARDS:

- A) Persons with disabilities
- B) Senior citizens
- C) Solo Parents

a) SOLO PARENT IDENTIFICATION CARD (SPIC) AND BOOKLET

Section 10 of IRR of RA 11861 or the Expanded Solo Parent Welfare Act

Upon the favorable evaluation of the social worker, a Solo Parent Identification Card shall be issued to the solo parent within 7 working days from receipt of the complete documents duly signed by the city/municipal Social Welfare Officer and the city/municipal mayor. The Solo Parent Identification Card is necessary for the availment of benefits under the Act and these Rules. Such Identification Card shall be valid for only one (1) year, but may be renewed subject to a new assessment and evaluation by the registered social worker;

Section 11 of IRR of RA 11861 or the Expanded Solo Parent Welfare Act

Procedure for issuance of the Solo Parent Identification Card.- any persons who applies for the SPIC under this Act shall observe the following process:

- Fill up application form for the assistance, supplying but not limited to the following:
 1. Name, age and residence address
 2. Date and place of birth
 3. Information about employment, amount of and source/s of income, pension or subsidy when applicable;
 4. Information about children, including names of qualified children, ages, if in school, any proof of mental or physical disability that prevents the child/ children from taking care of themselves
 5. Circumstances of being a solo parents and submission of the documentary requirements for the applicable category, set forth in Sections 12 and 13 of the revised Implementing Rules and Regulations (IRR)
- Undergo the necessary assessment process conducted by the assigned social worker who shall prepare the social case study report based on the information/ data/ documents provided for by the applicant, as well as on the social worker's assessment of said applicant, indicating therein the appropriate services needed.



- Prior to the issuance of the SPIC, the SPO or the SPD, shall require the applicant solo parent to attend the Solo Parents Orientation Seminar to apprise him/ her of the rights, duties and obligations as a solo parent, including the benefits, assistance and services available to them.
- The Solo Parent Office or Solo Parent Division of the municipality shall review and verify documents submitted by the applicant and shall issue the SPIC and booklet.

b) PWD ID

Procedures in ID Issuance to PWDs

NCDA Administrative Order No. 001 Series of 2008

GUIDELINES ON THE ISSUANCE OF IDENTIFICATION CARD RELATIVE TO REPUBLIC ACT 9442

RA 11215 National Integrated Cancer Control Act

DOH AO #2009-011

1. Pursuant to Republic Act No. 9442 as amendment to Republic Act 7277, otherwise known as the Magna Carta for Disabled Persons and For Other Purposes, these foregoing guidelines shall serve as a mechanism for the issuance of a Person with Disability Identification Card.
2. Identification Cards shall be issued by any bonafide PWD with permanent disabilities due to any one or more of the following conditions: psychosocial, chronic illness, learning, mental, visual, orthopedic, speech and hearing conditions. This includes persons suffering from disabling diseases resulting to the person's limitations to do day to day activities as normally as possible such as but not limited to those undergoing dialysis, heart disorders, severe cancer cases and such other similar cases resulting to temporary or permanent disability.

c) SENIOR CITIZEN ID

SENIOR CITIZEN OR ELDERLY - refers to any Filipino citizen who is a resident of the Philippines, and who is sixty (60) years old or above. It may apply to senior citizens with "dual citizenship" status provided they prove their Filipino citizenship and have at least six (6) months residency in the Philippines.

Article 6. IRR- RA 7432/ RA 9994 OSCA-issued Senior Citizens' Identification Card. - For the availment of benefits and privileges under the Act and these Rules, the senior citizen, or his/her duly authorized representative, shall present as proof of eligibility, a valid and original Senior Citizens' Identification Card issued by the Head of the Office of Senior Citizens Affairs (OSCA) or Municipal Social Welfare and Development Office of the place where the senior citizen resides, and which shall be honored nationwide.



Office or Division:	Municipal Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any individual who is included in the classification of solo parents, senior citizens and person with disabilities as per the provisions of IRR of RA 7277, RA 11861, RA 9994.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
One copy each document, date not later than one week	
1. Proof of Age (Birth Certificate, Marriage Contract, Voter Registration Record or any valid ID indicating the date of birth of the applicant (Senior Citizen)	From the concerned barangay chairman where the client resides.
2. Barangay residency	From the barangay chairman where the senior citizen applicant resides.
3. Affidavit of Barangay Official that attesting that the Solo Parent is a resident of the barangay and that the child/ children is/ are under the parental care and support of the solo parent.	Public Attorney's Office or Notary Public.
4. Medical Certificate for PWD	From the physician who is directly conducting the check-up or treatment of the person with disability.
5. Sworn Affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of the execution of affidavit: <i>Provided</i> , that for purposes of the issuance of subsequent SPIC and booklet, only the sworn affidavit shall be submitted every year.	Public Attorney's Office or Notary Public.
6. Sworn Affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has the sole parental care and support of the child/ children. <i>Provided</i> , that for purposes of the issuance of subsequent SPIC and booklet, only the sworn affidavit shall be submitted every year.	Public Attorney's Office or Notary Public.
7. Certification from the barangay president that the applicant is a bonafide member of the sectoral federation of solo parent, PWD and senior citizen's barangay federation.	From the barangay Federation President of the concerned sector.
8. 2 pcs. 1x1 Colored Pictures of the applicants with white background	Photo Studio/Shop



9. Filled up application form with signatures	Client
<p>10. For Solo Parents- should submit all the required documents specified in the IRR of RA 11861 under their specific category as Solo Parent. (it varies based on their category)</p> <ul style="list-style-type: none"> ➤ Marriage Certificate, Death Certificate, Birth Certificate, Certificate of no marriage ➤ Certificate of Detention <p>OFW Certificate/ Employment Certificate or Contract</p> <ul style="list-style-type: none"> ➤ Passport with stamp of 12 continuous month of working overseas. <ul style="list-style-type: none"> ➤ Proof of income ➤ Certificate of non-filing of taxes and Income Tax Return ➤ Medical Certificate, certificate of incapacity, medical record of pregnancy ➤ Judicial Decree or Legal separation/ nullity of marriage or annulment ➤ Fact of Abandonment ➤ Affidavit of two disinterested person ➤ Proof of guardianship, adoption decree ➤ Order of adoption and Foster Parent license <p>11. Judicial declaration of absence or presumptive death of parents</p>	<p>Municipal Civil Registrar (MCR)</p> <p>Bureau of Jail and Management Protection (BJMP) Philippine Overseas Employment Association (POEA) and Employer</p> <p>Employer or Bureau of Internal Revenue (BIR) BIR</p> <p>Hospital or Physician</p> <p>Court</p> <p>Philippine National Police (PNP) or barangay Public Attorney's Office and Notary Public</p> <p>Court</p> <p>Department of Social Welfare and Development (DSWD) and National Authority for Child Care (NACC)</p> <p>Court</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the complete requirements	1. Validate the requirements	None required	5 minutes	Clerk, MSWD Office
2. Wait until the ID is completed	2. Prepare/ print ID and record in the logbook	None required	5 minutes	Clerk, MSWD Office
3. Receive the ID	3. Release ID to applicant	None required	1 minute	Clerk, MSWD Office
TOTAL		None	11 minutes	



Office of the Municipal Treasurer

External Services



1. Issuance of Community Tax Certificate (CTC) – Corporation

The Community Tax Certificate is issued to business establishments / companies indicating the payment of basic community tax and additional tax based on the gross receipts of the previous year. This is also one of the requirements in securing the annual renewal of business for Mayors Permit.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	Business Establishments within San Rafael, Bulacan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Financial statement or proof of income.		Window 1 and 2		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished information sheet.	Encode data and print the CTC.	Basic P500.00 plus additional community tax not to exceed P10,000.00, based on gross receipts including dividends/earnings derived from business in the Phils during the preceding year (P2.00 for every P5,000.00).	5 minutes	<i>Revenue Collection Clerk II, Municipal Treasurer's Office</i>
2. Pay the amount due and affix signature. Claim the CTC.	Receive payment and issue the original copy of CTC.	None	5 minutes	<i>Revenue Collection Clerk II, Municipal Treasurer's Office</i>
TOTAL		Based on declared gross receipts of the client	10 minutes	



2. Issuance of Community Tax Certificate (CTC) - Individual

The Community Tax Certificate is issued to individuals needing this document for whatever purpose indicating the payment of basic community tax and additional community for those with gross receipts and salary.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Qualified residents of San Rafael and other community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Previous Cedula or proof of income, if available.		Window 1 and 2		
Valid ID (any government issued ID)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished information sheet.	Encode data and print the CTC.	Basic P5.00 plus P45.00 for unemployed with 2% monthly interest starting March / or P1.00 per P1,000.00 of gross receipts or earnings but not to exceed P5,000.00. Senior Citizen and PWD Basic P5.00 with 2% monthly interest starting March.	5 minutes	<i>Revenue Collection Clerk II, Municipal Treasurer's Office</i>
2. Pay the amount due, affix signature and thumbmark. Claim the CTC.	Receive payment and issue the original copy of CTC.	None	5 minutes	<i>Revenue Collection Clerk II, Municipal Treasurer's Office</i>
TOTAL		Based on gross income of the individual	10 minutes	



3. Issuance of Official Receipt

The Official Receipt is issued to individuals as proof of payment for the processing of documents such as Permits and Licenses, Local Civil Registry, Engineering permit, Municipal Planning and Development certificates, Assessor certification/fee, Rural Health certificates, PNP traffic violations/police clearance, PTR and other fees and charges.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Qualified residents of San Rafael and other community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment		Window 1 and 2		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit order of payment	Process Official Receipt (OR).	Based on the Municipal Revenue Code.	3 minutes	<i>Revenue Collection Clerk II, Municipal Treasurer's Office</i>
2. Pay the amount due and receive OR.	Receive payment and issue OR.	None	5 minutes	<i>Revenue Collection Clerk II, Municipal Treasurer's Office</i>
TOTAL		Based on the corresponding amount due for the transaction	8 minutes	



4. Real Property Tax Payment

The real property tax represents the payment by registered owners on a yearly basis on all types of declared properties such as residential, agricultural, commercial, industrial, mineral and special.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Real Property Owners or representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Previous Official Receipt Copy of Title or tax declaration		Window 3 and 4		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements	Compute the real property tax due.	2% of the assessed value of the real property plus penalty, if applicable	5 minutes	<i>Local Treasury Operation Officer I / Revenue Collection Clerk II, Municipal Treasurer's Office</i>
2. Pay the amount due and receive Official Receipt (OR).	Receive payment and issue OR.	None	5 minutes	<i>Local Treasury Operation Officer I / Revenue Collection Clerk II Revenue Collection Clerk II, Municipal Treasurer's Office</i>
TOTAL		Based on the corresponding amount due	10 minutes	



FEEDBACK AND COMPLAINTS MECHANISM

<p>How to send feedback</p>	<p>Answers the client feedback form and drop it at the designated drop box in the front of the Public Assistance & Complaints Desk</p> <p>Contact info: (044) 764-4032</p>
<p>How feedbacks are processed</p>	<p>Every Friday, the Information Officer opens the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (044) 764-4032</p>
<p>How to file a complaint</p>	<p>Answer the client Complaint Form and drop it at designated drop box in front of the Public Assistance & Complaints Desk</p> <p>Make sure to provide the following information:</p> <ul style="list-style-type: none"> -Full name, address and contact number of the complainant -Narrative of the complaint -Evidences -Name and office of person being complained <p>For inquiries and follow-ups, clients may contact the following telephone number: (044) 764-4032</p>
<p>How complaints are processed</p>	<p>The Information Officer opens the complaints drop box on a daily basis and evaluates each complaint. Upon evaluation, the Information Officer shall forward the complaint to the Office of the Municipal Administrator. The Municipal Administrator evaluates and determines the complaint received. He shall coordinate to the concerned office to answer the complaint and shall investigate if necessary. The department head concerned shall create a report and submit it to the Head of Agency for appropriate action. The Information Officer will give the feedback to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (044) 764-4032</p>
<p>Contact Information of Municipal Government of San Rafael, ARTA, PCC, CCB</p>	<p>MGO SAN RAFAEL, BULACAN : (044) 764-4032 ARTA: complaints@arta.gov.ph; 8478 5093 PCC: 8888 CCB: 0908-881-6565</p>



List of Offices

Office	Address	Contact Information
Office of the Municipal Agriculturist	Municipal Government of San Rafael, Ground floor	0917-135-1760
Office of the Municipal Assessor	Municipal Government of San Rafael, Ground floor	0917-5040-456
Office of the Municipal Civil Registrar	Municipal Government of San Rafael, Ground floor	0917-597-6105
Office of the Municipal Engineer	Municipal Government of San Rafael, Ground floor	0917-597-6107
Office of the Municipal Health Officer	Municipal Government of San Rafael Rural Health Unit I – Sampaloc, San Rafael, Bulacan Rural Health Unit II – Maguinao, San Rafael, Bulacan Rural Health Unit III (Birthing Station) – Poblacion, San Rafael Bulacan	0917-597-6119 0917-115-6333 0917-516-7059
Office of the Municipal Mayor	Municipal Government of San Rafael, 2 nd floor	0917-834-8994
Office of the Municipal Mayor – Business Permits & Licenses	Municipal Government of San Rafael, Ground floor	0917-835-4998
Office of the Municipal Mayor – Human Resource and Management Office	Municipal Government of San Rafael, Ground floor	0917-888-6340
Office of the Municipal Planning and Development Coordinator	Municipal Government of San Rafael, 2 nd floor	0925-621-6195
Office of the Municipal Social Welfare and Development Officer	Municipal Government of San Rafael, Ground floor	0917-597-6110
Office of the Municipal Treasurer	Municipal Government of San Rafael, Ground floor	0908-892-2124