

LIST OF SERVICES

OFFICE OF THE MAYOR

- Receive incoming letters/communications for action and compliance.
- Documents to be signed and approved for processing and payments.
- Processing and Issuance of Appointment for Permanent, Job Orders and Coterminous Employees
- Preparation of Application for Leave.
- Preparation, Issuance of Service Records, Certificate of Employment and other personnel records.
- Issuance of Mayor's Clearance Job Recommendations and other certifications.

OFFICE OF THE SANGGUNIANG BAYAN

- * Review of Barangay Ordinances, Resolutions, and other Legislative Issuances
- * Review of Barangay Annual and Supplemental Budgets
- * Issuance of Tricycle Franchise (*Municipal Tricycle Franchising and Regulatory Board*)
- * Referral for Financial Assistance, Solicitation, and Requests
- * Granting of Request/s for Materials for Development Projects and other Social Services
- * Accreditation of Civil Society Organizations
- * Issuance of Certified True Copies of Sangguniang Bayan Documents
- * Issuance of Certifications, Endorsements and Recommendations
- * Request from the Executive Branch (*Adoption of resolution/s and enactment of ordinance/s*)

BUSINESS PERMIT AND LICENSING OFFICE

- Application for Business Permit
- Renewal of Business Permit

OFFICE OF THE MUNICIPAL TREASURER

- Compute and Collect Payments on Real Property Tax
- Collection of Fees and Charges/Community Tax
- Cash Payment or Check Payment
- Issuance of Certifications
- Prompt Submission of Reports

OFFICE OF THE MUNICIPAL ASSESSOR

- Issuance of Certified True Copy of Tax Declaration
- Issuance of Certificate of No Improvement, Aggregate Land holdings and others
- Tax Mapping of Real Properties
- Transfer of Ownership (Tax Declaration)
- Subdivision, Consolidation of Real Property
- Re-Classification of Agricultural to Residential, Commercial or Industrial of Real Property
- Declare Property for the First time
- Declaring of Building

OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

- Assistance to Individual in Crisis Situation
- Assistance to the Abused women and Children
- Issuance of Identification Cards for Senior Citizen, PWD and Solo Parents
- Social Case study Report for Medical Assistance from Financial Charity Sweepstake Office or to other government Offices
- Emergency Relief and Stress Debriefing
- Day Care Service

MUNICIPAL ACCOUNTING OFFICE

- Pre-Audit Services for Cash Advance Travel
- Pre-Audit Services for Payment of Financial Assistance
- Pre-Audit Services for Procurement of Goods
- Pre-Audit Services for Procurement Services
- Pre-Audit Services for Procurement of Civil Works
- Preparation of Accountants Advice for Checks Issued
- Issuance of Net Take Home Pay

MUNICIPAL AGRICULTURIST OFFICE

- Crop Production
- Livestock Program
- Vegetables Seedling Distribution