



CITY GOVERNMENT OF CALAMBA

CITIZEN'S CHARTER

2024-1st Edition



AGENCY PROFILE

I. Mandate:

Ito ay patakaran ng bansa na isulong ang integridad, pananagutan, at maayos na pangangasiwa sa public affairs, at itaguyod ang epektibo at positibong hakbang laban sa pangungurakot at korapsyon sa gobyerno. Dahil dito, isinabatas ang Republic Act No. 9485 o ang Anti-Red Tape Act (ARTA) noong 2007.

Isinasaad sa Anti-Red Tape Act o ARTA Law na unahin ang interes ng taong-bayan bilang pagbibigay kahulugan sa serbisyo-publiko. Inaatasan ang lahat ng ahensya ng gobyerno na ihatid ang serbisyo-publiko sa epektibo at mahusay na paraan. Layunin nito na alisin ang red tape sa pamamagitan ng pag-aalis ng nakahihirap na pamamaraan ng pagbibigay ng pangunahing serbisyo na nagiging dahilan upang mabuo ang Citizen's Charter sa bawat ahensya ng gobyerno at sangay nito.

Dahil dito, ang Citizen's Charter ay naglalayon na:

1. Magkaroon ng pinabuti at mas pinalinaw na sistema at pamamaraan ng paghahatid ng serbisyo sa bayan;
2. Bawasan ang insidente ng korapsyon;
3. Mapataas ang tiwala at kompyansa ng taong-bayan sa gobyerno; at Itaas ang produksyon at kahusayan bunga ng pagsunod ng mga lingkod-bayan sa batayan ng pagbibigay serbisyo.

II. Vision:

Calamba is a globally-competitive green city with a progressive inclusive economy and resilient community where God-centered people learn, live and work in a safe, secured and healthy environment, and ably led by proactive and integrity-driven leaders.

III. Mission:

Work in partnership with its citizenry to deliver, exceptional, effective, fiscally responsible and gender-responsive services while preserving and protecting the environment and enhancing a high standard of community living.





IV. Service Pledge:

- Walang application o request na ibabalik nang walang kaukulang aksyon (maaring aprubado/di-aprubado)
- Hindi aabot sa tatlong (3) araw na paggawa para sa simple transaction, pitong (7) araw para sa complex transaction at dalawampung (20) araw para sa highly technical transaction.
- Ang dokumento ay limitado sa tatlong (3) pipirma lamang
- Ang taga-hatid ng pangunahing serbisyo ay dapat laging nakasuot ng opisyal na identification card o ID o anumang pagkakakilanlan sa kanya habang nakikipagtransaksyon sa taong-bayan
- Ang bawat opisina ay dapat nagbibigay ng angkop na schedule sa pagbibigay ng pangunahing serbisyo upang masiguro na maasikaso ang mga kliyente anumang oras kahit na lunch break o lampas na ng oras ng pagtatrabaho (maaaring magkaroon ng 7am hanggang 7pm shift sang-ayon sa ilang personnel mechanisms gaya nito ngunit hindi limitado sa rotation system ng mga empleyado, sliding flexi-time, reliever system lalo na sa peak times ng mga transaksyon o paglalaan ng sapat na bilang ng empleyado sa oras ng tanghalian at merienda)
- Ang mga tawag sa telepono ay dapat sagutin sa loob ng dalawang pagtunog nito.
- Ang walk-in clients ay dapat kilalanin sa loob ng 2 minuto lamang
- Ang mga taga-bigay ay dapat maging magalang sa mga kliyente





OFFICE OF THE SANGGUNIANG PANLUNGSOD

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF CALAMBA CITY HELD LAST MARCH 27, 2023 AT THE COVERED COURT OF BARANGAY CAMALIGAN, CITY OF CALAMBA AT 9:15 IN THE MORNING.

MEMBERS:

<i>Hon. ANGELITO S. LAZARO, JR.</i>	<i>City Vice-Mayor/ Presiding Officer</i>
<i>Hon. JOSELITO G. CATINDIG</i>	<i>City Councilor</i>
<i>Hon. SATURNINO J. LAJARA</i>	<i>City Councilor</i>
<i>Hon. LEEANNE P. ALDABE-CORTEZ</i>	<i>City Councilor</i>
<i>Hon. DYAN DV. ESPIRIDION</i>	<i>City Councilor</i>
<i>Hon. JUAN C. LAZARO</i>	<i>City Councilor</i>
<i>Hon. PURSINO C. ORUGA</i>	<i>City Councilor</i>
<i>Hon. MOISES E. MORALES</i>	<i>City Councilor</i>
<i>Hon. DOREEN MAY F. CABRERA</i>	<i>City Councilor, Sick Leave</i>
<i>Hon. GERARD R. TERUEL</i>	<i>City Councilor</i>
<i>Hon. ARVIN L. MANGUIAT</i>	<i>City Councilor</i>
<i>Hon. EDISON M. NATIVIDAD</i>	<i>City Councilor</i>
<i>Hon. MARIA KATHRINA V. SILVA-EVANGELISTA</i>	<i>City Councilor</i>
<i>Hon. EDUARDO R. SILVA</i>	<i>City Councilor, ABC-President</i>
<i>Hon. KENNETH P. DELAS LLAGAS</i>	<i>City Councilor, SK-President</i>

ABSENT:

NONE

RESOLUTION NO. 218
Series of 2023

Sponsor: Councilor DYAN DV. ESPIRIDION

A RESOLUTION APPROVING CITY ORDINANCE NO. 758 SERIES OF 2023, "AN ORDINANCE ADOPTING AND INSTITUTIONALIZING THE REENGINEERED CITIZEN'S CHARTER OF CALAMBA CITY, LAGUNA".

WHEREAS, it is hereby declared the policy of the State to maintain honesty and integrity in the public service and take positive and effective measures against graft and corruption;

WHEREAS, Section 458 (a) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the Sangguniang Panlungsod, as the Legislative Body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants;

WHEREAS, to improve the delivery of public service in the Philippines, Republic Act 9485 otherwise known as the Anti-Red Tape Act of 2007 was enacted into law;

WHEREAS, RA 9485 mandates for the formulation of Citizen's Charter in every local government units and other government offices to hasten all government transactions and efficient service to clients;

WHEREAS, Republic Act 10032 or "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007", was enacted on May 28, 2018, to provide a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and non-business related transactions in government;

WHEREAS, the Local Chief Executive indorsed to the Sangguniang Panlungsod updated Citizens Charter of the City of Calamba approved by the Committee on Anti-Red Tape (CART) in its Resolution No. 01, Series of 2023, entitled: "A Resolution Approving the Reengineered Citizens Charter of the City Government of Calamba and Endorsing the same to the Sangguniang Panlungsod for Adoption and Institutionalization";

WHEREAS, Section VI, Declaration of Commitment Duty, of City Ordinance No. 593, Series of 2016, provides that the City Government of Calamba commits and binds itself the duty of updating, reprinting and distributing the City of Calamba Citizen's Charter within one (1) year after every local election;

WHEREAS, in recognition of the need to better improve the quality of service to its constituents, the Sangguniang Panlungsod deems it necessary to establish a more responsive and citizen-friendly governance through the reengineering of the city's Citizens Charter;

NOW THEREFORE, on motion of **Councilor DYAN DV. ESPIRIDION**, **unanimously seconded by all the members present**, be it resolved as it is hereby resolved by the Sangguniang Panlungsod of Calamba City in session assembled, to approve City Ordinance No. 758 Series of 2023, to wit:

CITY ORDINANCE NO. 758
Series of 2023

AN ORDINANCE ADOPTING AND INSTITUTIONALIZING THE REENGINEERED CITIZEN'S CHARTER OF CALAMBA CITY, LAGUNA.

Be it ordained by the Sangguniang Panlungsod in session assembled that:

SECTION I. TITLE. This ordinance shall be known as "**An Ordinance Adopting and Institutionalizing the Reengineered Citizen's Charter of Calamba City, Laguna**".

SECTION II. PURPOSE. This Ordinance is enacted to adopt and institutionalize the Reengineered Citizen's Charter for the City of Calamba, Laguna, for the purpose of updating and providing a program for the adoption of simplified requirements and procedures that reduce red tape and expedite business and non-business related transactions in the City of Calamba pursuant to Republic Act 10032 or "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Service, Amending for the Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape of 2007".

SECTION III. LEGAL COMPLIANCE.

- a. Republic Act 7160 otherwise known as the Local Government Code of 1991.
- b. Republic Act 10032 dated May 28, 2018, "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Service, amending for the Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape of 2007".

- c. Department of the Interior and Local Government (DILG) Memorandum Circular No. 2021-144 dated December 27, 2021, reiterating ARTA Memorandum Circular No. 2021-09, Series of 2021, "Issuance of the Whole-of-Government Reengineering Manual".

SECTION IV. IMPLEMENTING RULES AND REGULATIONS. Within sixty (60) days from the effectivity date of this Ordinance, the Office of the City Mayor, shall promulgate the rules and regulations for the implementation of the Reengineered Citizen's Charter of the City of Calamba, which shall be deemed effective upon the approval thereof by the Sangguniang Panlungsod.

SECTION V. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared unconstitutional or illegal by any court of competent jurisdiction, other parts or provisions hereof not affected shall continue to be in full force and effect.

SECTION VI. REPEALING CLAUSE. All ordinances, executive orders and administrative issuances or part thereof which are inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION VII. EFFECTIVITY. This Ordinance shall take effect fifteen (15) days after its publication in a local newspaper of general circulation and the posting in three (3) conspicuous public places within the city.

ENACTED BY THE SANGGUNIANG PANLUNGSOD OF CALAMBA CITY at its Regular Session held on **March 27, 2023.**

Certified Enacted:


HON. ANGELITO S. LAZARO, JR.
City Vice Mayor

Attested by:


ATTY. NOEL M. VILLANUEVA
SP Secretary

Approved by:


HON. ROSELLER H. RIZAL
City Mayor



We are proud to present to you the revised Citizen's Charter of the City of Calamba. This collaborative effort is our testament in pushing *Ramdam na Reporma* in all government processes and services in the spirit of transparency, efficiency, and most of all, accountability.

Our citizen's charter is not only a document that outlines the services that our city government provides, but most importantly, it institutionalizes the standards of service that we expect to meet. It is important to have a citizen's charter because it helps to ensure that our government is transparent and accountable to the people it serves.

We are not only compliant with Republic Act No. 9485, but we take it with great commitment the essence of public service which is honesty and integrity. This government shall be a message of efficiency in governance. This means that our government should be effective and economical in its use of resources while providing quality service to Calambeños.

Sooner, as we envision Calamba as a digital and later on a Smart City, we will fully maximize the advantages of information and management technology as we digitize our operations. We are fully committed to this vision as we continue to streamline processes, reduce costs, and improve the quality of public administration.

I call on every government worker to uphold firmly and seriously carry out this citizen's charter as this is an essential tool in making our city a better place to live, work, and raise a family because we have the best government.





CITY ADMINISTRATION OFFICE

External Services





1. Pag-apruba at Paggawad ng mga sumusunod:

- a. *Kapahintulutan para magkabit ng banners, streamers at tarpaulins sa mga pampublikong lugar*
- b. *Kapahintulutan na magamit ang pampublikong pasilidad (City Hall, Banga, City Quadrangle, Jose Rizal Plaza o anomang katulad nito)*
- c. *Kapahintulutan na magsagawa ng parade, rekorida, pamimigay ng libreng produkto sa pampublikong lugar at pamamahagi ng pulyeto ng mga produkto o serbisyo)*

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sulat-Kahilingan na nakasaad ang mga sumusunod: 1. Marteryaales na gagamitin (tela / tarpaulin); disenyo, sukat at dami ng ikakabit. 2. Lugar / Lokasyon ngpaglalagyan		Mula sa Kompanya o Organisasyon		
<i>Para makagamit ng pampublikong pasilidad at magsagawa ng parade, rekorida at iba pa.</i>				
Sulat-Kahilingan na nakasaad and mga sumusunod: a) Pangalan ng Organisasyon, layunin, saan at kailan gagawin		Mula sa Kompanya o Organisasyon		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang sulat kahilingan	1.1 Tanggapin at suriin ang sulat kahilingan at Pagkausap sa kliyente kung kinakailangan / Aprubahan ang Permit	Walang babayaran	3 minuto	Administrative Assistant II / City Gov't Asst. Dept. Head I
	1.2 Bigyan ng Order of Payment			



2. Magbayad sa Tanggapan ng Ingat-Yaman	2. Bigyan ng Opisyal na resibo	Base sa Schedule of Fees	5 minuto	Revenue Collection Clerk III Treasury Office
3. Tanggapin ang Permit	3. Pagtatala ng detalye ng resibo, at pagbibigay ng Permit	Walang Babayaran	3 minuto	Administrative Assistant II / City Gov't. Asst. Dept. Head I
	TOTAL:		11 minuto	

Schedule of Fees:

1. *Motorcade* – Php 500.00
2. *Tarpaulin* – Php 400/pc
3. *City Plaza / The Plaza* – Php 1,000.0/day kung hindi gagamit ng kuryente
 - *May karagdagang bayad kung gagamit ng kuryente base sa mga kagamitang gagamitin.*





2. Pag-apruba sa pagbiyahe ng Medical Transporter Vehicle ng Lungsod

Pag-apruba sa pagbiyahe ng Medical Transporter Vehicle ng Lungsod

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Kopya ng Travel Order		City General Services Office (GSO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kopya ng Travel Order	1.1 Tanggapin at suriin ang kopya ng Travel Order kung nakasaad ang mga kinakailangan	Walang babayaran	1 minuto	Administrative Officer II
	1.2. Pag-apruba ng <i>Travel Order</i>		3 minuto	City Gov't Asst. Dept. Head I
2. Tanggapin ng aprubadong Travel Order	2. Ibigay ng aprubadong Travel Order		1 minuto	Administrative Officer II
TOTAL :		None	5 minuto	



3. Pagbibigay ng “Endorsement Letter” para makahingi ng tulong Pinansiyal (pambayad sa ospital o paghingi ng gamot / pambili ng gamot) sa tanggapan ng Presidente, Bise-Presidente, PCSO o DSWD
Pag-bibigay ng “Endorsement Letter”

Office or Division :	CAO – Administrative Services Section			
Classification :	Simple			
Type of Transaction :	G2C – Government to Citizen			
Who may avail :	Mamamayan ng Calamba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Social Case Study Report		City Social Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1.1 Tanggapin at suriin ang mga dokumento at ilista sa talaan	Walang babayaran	2 minuto	Supervising Administrative Officer
	1.2. Iproseso at lagyan ng initial na pirma ang sulat / Endorsement Letter		5 minuto	
	2. Isumite ang sulat / Endorsement Letter sa Mayor’s Office		2 minuto	City Mayor
Total :		None	9 minuto	





4. Pagbibigay ng “Endorsement Letter” para sa Drug Rehabilitation Center (Tahanan ng Kabataan)

Pagbibigay ng “Endorsement Letter”

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Publiko		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Social Case Study Report		CSSYDO-Lower Ground, City Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1.1 Tanggapin at suriin ang mga dokumento kung kumpleto at ilista sa talaan	Walang babayaran	2 minuto	Supervising Administrative Officer
	1.2 Iproseso at lagyan ng initial na pirma ang sulat / Endorsement Letter		5 minuto	
	1.3 Pag-apruba ng sulat / Endorsement Letter		2 minuto	City Mayor / City Administrator
2. Tanggapin ang sulat / Endorsement Letter	2. Ibigay ng sulat / Endorsement Letter		1 minuto	Supervising Administrative Officer
TOTAL :		None	10 minuto	



5. Pagbibigay ng “Certificate of Indigency” para sa Educational Service Contracting (ESC) ng mga Estudyante mula Grade 7 – 12 at nag-aaply ng Scholarship sa Kolehiyo

Pagbibigay ng “Certificate of Indigency”

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Certificate of Unemployment/Indigency galing sa Barangay		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1.1 Tanggapin at suriin ang mga dokumento kung kumpleto at ilista sa talaan	Walang babayaran	2 minuto	Senior Administrative Assistant II
	1.2 Iproseso ang sulat / Certificate of Indigency		5 minuto	
	1.3 Pag-apruba ng sulat / Certificate of Indigency		2 minuto	City Gov’t Asst. Dept. Head I
2. Tanggapin ang sulat / Endorsement Letter	2. Ibigay ang sulat / Certificate of Indigency		1 minuto	Senior Administrative Assistant II
TOTAL :		None	10 minuto	



6. Pagbibigay ng “Certificate of Appearance” patunay na ang isang kliyente ay nagkaroon ng transaction sa Tanggapan ng Lungsod
Pagbibigay ng “Certificate of Appearance”

Office or Division :		CAO – Administrative Services Section		
Classification:		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Publiko		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Personal na pagpunta sa Tanggapan ng City Gov’t Asst. Dept. Head I		Kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1.1 Kausapin at Suriin ang dokumento at ilista sa talaan	Walang babayaran	2 minuto	Senior Administrative Assistant II
	1.2 Iproseso ang sulat / Certificate of Appearance		5 minuto	
	1.3 Pag-apruba ng sulat / Certificate of Appearance		2 minuto	City Gov’t Asst. Dept. Head I
2. Tanggapin ang sulat / Certificate of Appearance	2. Ibigay ang sulat / Certificate of Appearance		1 minuto	Senior Administrative Assistant II
TOTAL :		None	10 minuto	



7. Pagbibigay ng “Certificate of Kinship” para sa Tax deduction ng kapamilyang nagtatrabaho sa ibayong dagat at death benefit claims ng pamilya sa Pilipinas

Pagbibigay ng “Certificate of Kinship”

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Certificate of Kinship galing sa Barangay		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1.1 Tanggapin at suriin ang mga dokumento kung kumpleto at ilista sa talaan	Walang babayaran	2 minuto	Senior Administrative Assistant II
	1.2 Iproseso at lagyan ng initial ng CGADH1 ang sulat / Certificate of Kinship		5 minuto	City Gov't Asst. Dept. Head I
	1.3 Isumite ang sulat / Certificate of Kinship sa Mayor's Office		2 minuto	City Mayor
TOTAL :		None	9 minuto	



8. Pagbibigay ng “Certificate of BIR Tax Exemption” para sa mga Homeowners Association (HOAs)

Pagbibigay ng “Certificate of BIR Tax Exemption”

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Publiko		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
BIR Business Registration		Bureau of Internal Revenue (BIR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1.1 Tanggapin at suriin ang mga dokumento kung kumpleto at ilista sa talaan	Walang babayaran	2 minuto	Senior Administrative Assistant II City Gov't Asst. Dept. Head I
	1.2 Iproseso at lagyan ng inisyal ng CGADH1 ang sulat / Certificate of BIR Tax Exemption		5 minuto	
	1.3 Isumite ang sulat / Certificate of BIR Tax Exemption sa Mayor's Office		2 minuto	City Mayor
TOTAL :		None	9 minuto	



9. Pagbibigay ng “Certificate of Residency” para sa pag-aaply ng Pensyon sa Abroad

Pagbibigay ng “Certificate of Residency”

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Certificate of Residency galing sa Barangay		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1.1 Tanggapin at suriin ang mga dokumento kung kumpleto at ilista sa talaan	Walang babayaran	2 minuto	Senior Administrative Assistant II City Gov't Asst. Dept. Head I
	1.2 Iproseso at lagyan ng inisyal ng CGADH1 ang sulat / Certificate of Residency		5 minuto	
	1.3 Isumite ang sulat / Certificate of Residency sa Mayor's Office		2 minuto	City Mayor
TOTAL :		None	9 minuto	



10. Pagbibigay ng “Certificate of Good Moral Character” para sa pag-aaply ng trabaho sa Abroad

Pagbibigay ng “Certificate of Good Moral Character”

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Certificate of Good Moral Character galing sa Barangay		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1.1 Tanggapin at suriin ang mga dokumento kung kumpleto at ilista sa talaan	Walang babayaran	2 minuto	Senior Administrative Assistant II City Gov't Asst. Dept. Head I
	1.2 Iproseso at lagyan ng inisyal ng CGADH1 ang sulat / Certificate of Good Moral Character		5 minuto	
	1.3 Isumite ang sulat / Certificate of Good Moral Character sa Mayor's Office		2 minuto	City Mayor
TOTAL :		None	9 minuto	



11. Pagbibigay ng “Certificate of Not-for-Profit Organization” para sa mga Kompanya

Pagbibigay ng “Certificate of Not-for-Profit Organization”

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Publiko		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Company’s Annual Accomplishment Report at Upcoming Projects		Kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang mga kinakailangang dokumento	1.1 Tanggapin at suriin ang mga dokumento kung kumpleto at ilista sa talaan	Walang babayaran	2 minuto	Senior Administrative Assistant II City Gov’t Asst. Dept. Head I
	1.2 Iproseso at lagyan ng inisyal ng CGADH1 ang sulat / Certificate of Not-for-Profit Organization		5 minuto	
	1.3 Isumite ang sulat / Certificate of Not-for-Profit Organization sa Mayor’s Office		2 minuto	City Mayor
TOTAL :		None	9 minuto	



Internal Services





12. Pag-apruba sa Hiling na Paggamit ng pasilidad ng City Hall

Pag-apruba sa Hiling Paggamit ng pasilidad ng City Hall

Office or Division :		CAO – Administrative Services Section		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Sulat Kahilingan na nakasaad ang mga sumusunod:</i> <ul style="list-style-type: none"> ✓ Pangalan ng Departamento ✓ Layunin, ✓ Saan, oras at kailan gagawin ang aktibidad. 		Kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang Sulat Kahilingan	1. Tanggapin at suriin ang Sulat Kahilingan at beripikahin sa talaan kung wala pang gagamit	Walang babayaran	2 minuto	Administrative Assistant II
2. Pakikipag-usap sa kinauukulan	2. Pagkausap sa kliyente kung kinakailangan at Pag-apruba sa sulat kahilingan		3 minuto	City Gov't Asst. Dept. Head I
2. Tanggapin ang aprubadong dokumento	2. Ibigay ang aprubadong Sulat kahilingan		1 minuto	Administrative Officer IV Administrative Assistant II Admin Staff
TOTAL :		None	6 minuto	



VI. Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<ol style="list-style-type: none">1. Kumuha ng Client Satisfaction Survey na nakalagay sa ibabaw ng suggestion box sa harapan ng opisina2. Isulat ang Feedback/Suggestion sa tao or opisinang nagbigay serbisyo.
How feedbacks are processed	<ol style="list-style-type: none">1. Kada Biyernes ito ay kinukuha ng tauhan ng opisina (Administrative Officer) para i-compile at i-record ang lahat ng feedback/suggestion na isinumite.2. Ang Feedback/Suggestion na may kaugnayan sa opisina or tao ay kailangan sagutin sa loob ng tatlong (3) araw3. Ang Kasagutan ng Opisina/Tao ay sasabihin or ipapadala sa Kliyente. <p><i>Para sa inquiries and follow-ups, ang kliyente ay pwedeng tumawag sa numerong: (049) 545-6789 loc 8000 or 8219/8220(CHRM Office)</i></p> <p><i>Email Address:</i> <i>chrnocalamba2001@gmail.com</i></p>
How to file a complaint	<ol style="list-style-type: none">1. Kumuha ng Client Satisfaction Survey (CSR) sa ibabaw ng suggestion box sa harapan ng opisina.2. Isulat ang reklamo at kung sino ang inirereklamo.
How complaints are processed	<ol style="list-style-type: none">1. Isumite ang reklamo sa Tanggapan ng City Human Resource Management Office o direkta sa opisinang inirereklamo.2. Hintayin ang aksyon sa loob ng 5 hanggang 15 minuto
Contact Information of ARTA, CCB, PCC	ARTA : complaints@arta.gov.ph PCC : 8888 CCB : 0908-8816565 (sms) : contactcenterngbayan@gov.ph : 1-6565