

**MUNICIPALITY OF GABALDON FRONTLINE SERVICES:**

<b>FRONTLINE SERVICES</b>	<b>OFFICE</b>	<b>PROCESSING TIME</b>	<b>FEES</b>	<b>RESPONSIBLE PERSON</b>
1. Request for Mayor's Permit	MO	5 minutes	P 110.00	Mun. Mayor's Mayor's Office staff
2. Request for Mayor's Clearance	MO	3 minutes	P 75.00	Mun. Mayor's Mayor's Office staff
3. Issuance of Affidavit	MO	10 minutes	P 75.00	Mun. Mayor's Mayor's Office staff
4. Issuance of Motorized Tricycle Operator's Permit	MO	5 minutes	New P 510.00 Renewal P 410.00	Mun. Mayor's Mayor's Office staff
5. Issuance of zoning certification	MPDO	15 minutes	Filing fee P 85.00 Zoning Cert. fee P 150.00	MPDO
6. Issuance of Certified true copy/Machine copy of Civil Registry Documents	MCR	40 minutes	P 50.00	MCR/Staff
7. Timely/Delayed Registration of Certificate of marriage	MCR	Timely 22 minutes Delayed 10 days	-	MCR/Staff
8. Timely/Delayed of Registration of Live Birth	MCR	Timely 22 minutes Delayed 10 days	-	MCR/Staff
9. Timely/Delayed Registration of Death	MCR	Timely Delayed 10 days	-	MCR/Staff
10. Application for Marriage License	MCR	10 days Posting	P 270.00	MCR/Staff
11. Correction of Clerical Error/Change of First Name (R.A 9048)	MCR	2-3 months	CCE- P 1,000.00 CFN- P 3,000.00	MCR/Staff
12. Out-of Town reporting (Rule 20 of Act 3753)	MCR	2 months	-	MCR/Staff
13. Issuance of Building Permit	MEO	22 minutes	P 150.00	Mun. Engineering /staff
14. Issuance of Certificate of Occupancy	MEO	20 minutes		Mun. Engineering/ staff

15. Issuance of Certification /Tax Declaration	M.A.O.	10 minutes	P 50.00	Mun. Assessor /staff
16. Declaration of Real Properties (building and other improvements)	M.A.O.	2 hours		Mun. Assessor/ staff
17. Transfer of Tax Declaration	M.A.O.	3-5 days	P 50.00	Mun.Assessor/staff
18. Availing assistance in crisis situation (AICS)	MSWDO	25 minutes		MSWDO
19. Referrals/Availing of social case study report	MSWDO	3-4hours	-	MO/MSWDO
20. Medical Health Services	RHU	1 hour	-	M.Bautista D.C. Nangan Dr. Jose R. Magno Jr.
21. Maternal and Child Health Services for Pre-Natal	RHU	40 minutes	-	M.Bautista D.C. Nangan Dr. Jose R. Magno Jr.
22. Issuance of Business License & Permit	MTO	5 minutes	Fees Varies	Mun. Treasurer/staff
23. Issuance of Tax Clearance	MTO	5 minutes	P 50.00	Mun. Treasurer/staff
24. Payment of Real Property Tax	MTO	10 minutes	Fees/Charges varies	Mun.Treasurer/staff
25. Issuance of Community Tax Certificate	MTO	2 minutes	Fees varies	Mun.Treasurer/staff