



# **CITY GOVERNMENT OF NAVOTAS**

## **CITIZEN'S CHARTER**

**2022 (1<sup>st</sup> Edition)**



## **I. Mandate:**

Section 16. *General Welfare.* - Every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants.

## **II. Vision:**

Navotas as a world class Fishing and Industrial Eco Port with a God-fearing, family oriented, disciplined, resilient and empowered citizenry, living in an ordered, green and aesthetically pleasing urban setting, supported by adequate, responsive, efficient, progressive infrastructure, sheltered by an ecologically balanced, sustainable, safe environment, strengthened by a financially self-sufficient, economically viable, dynamic local economy administered by a responsive, committed and strong leadership governance.

## **III. Mission:**

To harness all resources of the city to serve the needs of its constituency towards industrialization and urbanization through the dedicated and accountable public officials and empowered citizenry.



#### **IV. Service Pledge:**

We, Officials and Employees of the City Government of Navotas pledge to:

1. **A**lways see to it that your needs are attended to promptly, efficiently and courteously by our able personnel who are truly dedicated to public service;
2. **C**ommit ourselves to abide by the standards set in this Charter;
3. **T**ake action on your complaints and grievances, welcome and value your comments and suggestions should you feel that we have fallen short of your expectations.

All these we pledge because we believe you are the *“Most Important Partner of the City Government”*.



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## **Barangay Affairs and Community Relations Office (BACRO)**

### **External Services**



## 1. ISSUANCE OF CERTIFICATION OF GOVERNMENT SERVICE

This certification is issued to all incumbent and former barangay elected officials, secretaries and treasurers to confirm/verify that they are duly elected barangay officials and appointed as barangay secretaries and treasurers.

<b>Office/Division:</b>	Barangay Affairs and Community Relations Office (BACRO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who May Avail:</b>	All incumbent and former barangay elected officials, secretaries and treasurers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Barangay Elected Officials</b>				
Oath of Office (1 original, 1 photocopy)		Barangay where the client is elected, Barangay Hall – Secretary's Desk		
Official Receipt (1 original) (shall be issued upon payment)		City Treasurer's Office – Windows 5 or 6, 2 <sup>nd</sup> floor, Navotas City Hall		
<b>Barangay Secretary or Treasurer</b>				
Appointment Paper duly signed by the Punong Barangay (1 original, 1 photocopy)		Barangay where the client has been employed, Barangay Hall – Secretary's Desk		
Order of Payment (1 original) (shall be issued during the transaction)		BACRO – Administrative Assistant's Desk, 4 <sup>th</sup> floor, Navotas City Hall		
Official Receipt (1 original) (shall be issued upon payment)		City Treasurer's Office – Windows 5 or 6, 2 <sup>nd</sup> floor, Navotas City Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to BACRO desk for initial assessment and verification.	1. Receive the required documents and check for correctness and authenticity.	None	2 Minutes	Administrative Assistant BACRO
* Make sure to secure the Order of payment that will be issued.	1.1 Issue the Order of Payment if the required documents were given and verified to be authentic.	None		
	1.2. Return the original document and start	None		



	processing the request.			
2. Pay the required fees at the CTO by showing the Order of Payment.  * Make sure to secure Official Receipt that will be issued upon payment.	2. Accept the payment based on the Order of Payment.  2.1 Issue the Official Receipt.	Certificate fee – PHP 60.00  None	15 Minutes	<i>Administrative Assistant</i> CTO – Window 5 Or <i>Revenue Collection Clerk III</i> CTO – Window 6
3. Return to BACRO and submit the Official Receipt  3.1 Receive the Certification	3. Check the Official Receipt.  3.1 Issue the Certification to client and return all the documents	None  None	1 Minute	<i>Officer-in-Charge</i> BACRO
<b>TOTAL:</b>		<b>PHP 60.00</b>	<b>18 Minutes</b>	



## **City Agriculture's Office (CAO)**

### **External Services**





## 1. REGISTRATION OF BANCA THREE (3) GROSS TONNAGE & BELOW

The registration of banca assessed three (3) gross tonnage and below is required for fishing boats with such measurement for the issuance of permit to operate. This authorizes the fisherfolks to conduct fishing activity within the Navotas City waters.

<b>Office or Division:</b>	City Agriculture's Office (CAO)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	Marginal Fisherfolks		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>New Registration</b>			
Boat Admeasurement (1 original)		FARMC Office – Front Desk, at Leono St., Bangkulasi, Navotas City	
5R Picture of Fishing Boat Painted with Name (2 pieces)		Any Photo Printing Shop	
Barangay Certificate (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk	
Philippine National Police (PNP) – Maritime Group - Fishing Vessel Clearance Certificate (1 original)		PNP Regional Maritime Unit, NCR – Navotas Maritime Police Station – Front Desk, at Navotas Fish Port Complex, Navotas City	
Community Tax Certificate (1 photocopy)		City Treasurer's Office – Window 5 or 6, 2 <sup>nd</sup> Flr, Navotas City Hall	
Builders Certificate (1 original)		City Agriculture Office – Front Desk, Notary Public Office	
Affidavit of Ownership (1 original)		Any Notary Public Office	
If the Banca is newly purchased/acquired, submit any of the following: - Deed of Sale (1 photocopy) - Deed of Transfer (1 photocopy)		Any Notary Public Office	
2 x 2 Picture of Owner (1 piece)		Any Photo Printing Shop	
2 x 2 Picture of Fishing Boat Pilot (1 piece)		Any Photo Printing Shop	
<b>Renewal of Permit to Operate</b>			
Certificate of Number (CN)		City Agriculture Office – Front Desk (Issued at the Initial Registration of the Boat)	
Boat Admeasurement, if fishing boat had been repaired or remodeled (1 original)		FARMC Office – Front Desk, at Leono St., Bangkulasi, Navotas City	
Barangay Certificate (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk	
Philippine National Police (PNP) – Maritime Group - Fishing Vessel Clearance Certificate (1 original)		PNP Regional Maritime Unit, NCR – Navotas Maritime Police Station – Front Desk, at Navotas Fish Port Complex, Navotas City	
Community Tax Certificate (1 photocopy)		City Treasurer's Office – Window 5 or 6, 2 <sup>nd</sup> Flr, Navotas City Hall	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Bring the fishing boat to FARMC Office for admeasurement</p> <p>1.1 Present the 5R pictures of the fishing boat to the Designated Boat Admeasurer</p>	<p>1. Measure the fishing boat, receive the pictures presented, affix signature at the back of the picture and provide the boat admeasurement</p>	None	<p>45 Minutes</p> <p><i>*including travel time from the field office to the head office (vice versa)</i></p>	<p><i>Bantay Dagat Member</i> City Agricultural Office</p>
<p>2. Proceed to the City Agriculture Office – Front Desk and submit the required documents</p> <p>* Make sure to secure the Order of Payment that will be issued</p>	<p>2. Receive the required documents for evaluation</p> <p>2.1 If the documents are complete, issue Order of Payment and advise the client to pay at the City Treasurer's Office (CTO)</p>	<p>None</p>	5 Minutes	<p><i>Administrative Assistant</i> City Agricultural Office</p>



* Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook	2.2 If incomplete, attach a checklist of lacking requirements and return to client. Record date and time of return and ask the client to acknowledge receipt of returned documents and sign in the logbook			
3. Pay the registration fee at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment  3.1 Issue the Official Receipt	Registration fee: 0.1-1 GT- PHP 200.00 1.1-2 GT- PHP 240.00 2.1-3 GT- PHP 260.00  MBOL – PHP 240.00	20 Minutes	Cashier CTO
4. Return to City Agriculture Office and present the Official Receipt for processing of Permit to Operate  * Receive the	4. Receive the Official Receipt and proceed with the registration  4.1 Approve the Registration of Banca and Permit to Operate  4.2 Release the	None  None  None	10 Minutes  1 Minute  2 Minutes	Administrative Assistant City Agriculture Office  City Agriculturist  Administrative



Registration of Banca and Permit to Operate	approved Registration of Banca and Permit to Operate			Officer CAO
TOTAL:		Registrati on Fee: 0.1-1 GT- PHP 200.00 1.1-2 GT- PHP 240.00 2.1-3 GT- PHP 260.00  MBOL – PHP 240.00	1 Hour, 23 Minutes	



## 2. REGISTRATION OF FISHERFOLKS

The registration of fisherfolks living here at Navotas City is required to serve as their proof of livelihood and to maintain a registry of fisherfolks within the city.

<b>Office or Division:</b>	City Agriculture Office (CAO)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	Marginal Fisherfolks
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>New Registration for FISHING BOAT OWNER</b>	
Barangay Certification (1 original)	Barangay FARMC Chairman, where the client resides, Barangay Hall, Kagawad for Fisheries
Photocopy of Permit to Operate and Certificate of Number of Registration of boat (1 photocopy each)	Any Photocopy shops
Photocopy of Voter's ID or ICTO Office for Verification (If they don't have Voter's ID) (1 photocopy)	ICTO Office, Front Desk
2 x 2 Picture of Fisherfolk (1 piece)	Any Photo Printing Shop
1 x 1 Picture of Fisherfolk (1 piece)	Any Photo Printing Shop
<b>New Registration for FISH PORT WORKER</b>	
Barangay Certification (1 Original)	Barangay FARMC Chairman, where the client resides, Barangay Hall, Kagawad for Fisheries
Photocopy ng NFPC ID or Certificate of employment (1 photocopy)	From the company they work to
2x2 Picture of Fisherfolk (1 piece)	Any Photo Printing Shop
1 x 1 Picture of Fisherfolk (1 piece)	Any Photo Printing Shop
Photocopy of business permit of the Fish stall owner (1 photocopy)	Any Photocopy shops
Certification from the Fish stall owner (1 Original)	From the Fish stall owner



Photocopy of Voter's ID or ICTO Office for Verification (If they don't have Voter's ID) (1 photocopy)	ICTO Office, Front Desk
<b>New Registration for FISHERMAN CREW</b>	
2 x 2 Picture of Fisherfolk (1 piece)	Any Photo Printing Shop
1 x 1 Picture of Fisherfolk (1 piece)	Any Photo Printing Shop
Barangay Certification (1 Original)	Barangay FARMC Chairman, where the client resides, Barangay Hall, Kagawad for Fisheries
Certification from the Boat owner (1 Original)	From the Boat owner
Photocopy of Permit to Operate and Certificate of Number of Registration of boat (1 photocopy each)	Any Photocopy shops
Photocopy of Voter's ID or ICTO Office for Verification (If they don't have Voter's ID) (1 photocopy each)	ICTO Office, Front Desk
Photocopy of Fisheries ID (1 photocopy)	Any Photocopy shops
<b>New Registration for FISH VENDOR</b>	
2 x 2 Picture of Fisherfolk (1 piece)	Any Photo Printing Shop
1 x 1 Picture of Fisherfolk (1 piece)	Any Photo Printing Shop
Barangay Certification (1 Original)	Barangay FARMC Chairman, where the client resides, Barangay Hall, Kagawad for Fisheries
Picture of the store (1 piece)	From the Client
Certification from the supplier of the fish (1 Original)	From the Supplier of the Fish
Receipt from the store (1 Original)	From the Client



Photocopy of Voter's ID or ICTO Office for Verification (If they don't have Voter's ID) (1 photocopy)		ICTO Office, Front Desk		
<b>New Registration for NET MENDER</b>				
2 x 2 Picture of Fisherfolk (1 piece)		Any Photo Printing Shop		
1 x 1 Picture of Fisherfolk (1 piece)		Any Photo Printing Shop		
Barangay Certification (1 Original)		Barangay FARMC Chairman, where the client resides, Barangay Hall, Kagawad for Fisheries		
Certification from the company where they make their Nets (1 Original)		From the company they work to		
Photocopy of employment's ID or Certification of Employment (1 Photocopy)		From the company they work to		
<b>Lost of Fisherfolk Identification Card (ID)</b>				
Affidavit of Lost		Any Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the complete requirements needed	1. Validate the information on the accomplish needed requirements.	None	2 Minutes	Clerk City Agricultural Office
1.1 Fill up the given Fisherfolk Registration Form from the City Agriculture Office	1.1 Encode the information into the JUAN MAGSASAK A DATABASE	None		
2. Have his/her picture taken digitally	2. . Issue Fisherfolk Identification Card (ID) Database.	None	2 Minutes	Clerk City Agricultural Office
3. Receive the Fisherfolk	3. Record the issuance of	None	1 Minute	Clerk City Agriculture Office





Identification Card (ID)  * Acknowledge receipt of the receipt of Fisherfolk ID and sign in the logbook	the Fisherfolk Identification Card (ID)			
<b>TOTAL:</b>		<b>None</b>	<b>5 Minutes</b>	

### 3. ISSUANCE OF FISH EXAMINER'S CERTIFICATION

The issuance of Fish Examiner's Certification is required to fish and fishery products traders / dealers in order for their produce to be transported from Navotas to any point in the Philippines while also ensuring that their fish and fishery products are safe to consume and not caught through illegal means.

<b>Office or Division:</b>		City Agriculture Office (CAO)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen G2B – Government to Business		
<b>Who may avail:</b>		Fish and Fishery Products Traders / Dealers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Auxiliary Invoice (1 original)		City Treasurer's Auxiliary Booth, Navotas Fish Port		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring the Auxiliary Invoice to the Fish Examiner's Desk at Navotas Fish Port	1. Inspect and examine the declared fish and fishery products on the Auxiliary Invoice	None	2 Minutes	<i>Fish Examiner</i> City Agriculture Office
2. Ready the fish or fishery products to be inspected and examined  * Acknowledge receipt of the Fish Examiner's Certification and sign in the logbook	2. Issue the Fish Examiner's Certification	None	2 Minutes	<i>Fish Examiner</i> City Agriculture Office
<b>TOTAL:</b>			<b>4 Minutes</b>	



# **City Business Permits and Licensing Office (CBPLO)**

## **External Services**



## 1. ISSUANCE OF OCCUPATIONAL PERMIT

Occupational permit is issued to all occupations or callings subject to periodic inspection, surveillance and/or regulations by the City Mayor whose nature of work is stated in Section 180.D of the Revenue Code of Navotas.

<b>Office or Division:</b>	City Business Permits and Licensing Office (CBPLO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All job applicants in Navotas, whether Navoteño or not, whose nature of work is stated in Section 180.D of the Revenue Code of Navotas.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Community Tax Certificate (1 original)		City Treasurer's Office – Windows 7 to 10		
<b>For Food Handler:</b>				
Certificate of Attendance on Seminar on Food Handling (1 original)		City Health Office located at Navotas Medical and Wellness Center, Sanitation Office – Secretary's Desk (Ground Floor)		
2 x 2 picture (1 piece)		Applicant or Any Photo Printing Shop		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to the Frontline Service Provider Counter	Receive the required documents and check for completeness. If the documents are complete, process the Occupational Permit and provide Order of Payment for Occupational Permit.	None	3 Minutes	<i>Frontline Service Provider</i> CBPLO
2. Proceed to CTO Counter and pay the Occupational Permit.	Accept the payment and Issue the Official Receipt.	Occupational Permit fee – PHP 100.00	10 Minutes	<i>Cashier</i> City Treasurer's Office
3. Proceed to CBPLO, return the documents, and receive Occupational Permit	Received the documents for the approval of the CBPLO Chief. The BPLO shall approve the application for Occupational Permit. The BPLO Frontline Service Provider shall record and release the Occupational	None	2 minutes	<i>Frontline Service Provider and Chief of the</i> CBPLO



	Permit.			
<b>TOTAL:</b>		<b>PHP 100.00</b> (plus the fee to Notary Public *)	<b>15 Minutes</b> (or longer *)	

## 2. PROCESSING OF NEW BUSINESS PERMIT APPLICATION

A Business License and Permit is issued by City Business Permits & Licensing Office that allow individuals or companies to conduct business within the geographical jurisdiction of Navotas. It is the authorization to start a business, it regulates safety, structure and appearance of the business community. It is a proof that the business follows certain laws and ordinances related to the operation of business.

<b>Office or Division:</b>	City Business Permits and Licensing Office (CBPLO) Business One Stop Shop (BOSS)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2B – Government to Business		
<b>Who may avail:</b>	All qualified business applicants who want to establish business in Navotas City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Application Form to be accomplished/filled-out of complete information and notarized. (1 original)		BOSS – Help Desk	
Barangay Business Clearance (1 certified photocopy)		BOSS – Front Desk	
Locational Clearance (1 certified photocopy)		BOSS – City Planning & Development Office – Front Desk	
Clear Copy of Picture of Business Establishment (inside and outside of the establishment, 2 copies)		Business Owner	
Clear Copy of Business Location Map/Sketch (1 original)		Business Owner	
Occupancy Permit, for newly constructed buildings/structures (1 certified photocopy)		BOSS – City Building Official – Front Desk	
<b>For Sole Proprietorship:</b>			
DTI Registration (1 certified photocopy)		Negosyo Center – Front Desk	
<b>For partnership or corporation:</b>			
SEC Registration (1 certified photocopy)		Security & Exchange Commission, SEC Registration Division – Front Desk	
<b>If the place of business is owned by the applicant:</b>			



Proof of ownership (1 certified photocopy)		Business Owner		
<b>If the place of business is rented:</b>				
Lease Contract and proof of ownership of the lessor, (1 certified photocopy)		Lessor of the Property		
<b>If the place of business is not leased by the applicant but permitted by the owner to use the premises:</b>				
Notarized Affidavit of Consent to Use the Property/Premises/Place from the registered owner (1 certified photocopy)		Owner of Property		
<b>If the place of business is a government property.</b>				
Affidavit of Waiver stating that in case the property is needed by the government, the applicant shall voluntarily vacate the place in favor of the government, and the business permit issued to them shall be revoked and cannot be used as claimed or proof of ownership over the property. (1 certified photocopy)		Business Owner/Notary Public		
Certification from the Zoning Administrator that the Business is not Conforming with the Zoning Ordinance. (1 original)		BOSS – City Planning & Development Office – Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Queuing Machine and wait for the number to be called. Once called, submit the complete document requirements including queuing number.  Received order of payment from the BPLO.	Received the required documentary requirements including the locational clearance and mechanical fees (pre-assessment step) and evaluate the completeness. If complete, assess taxes, fees and charges.  Issue order of the payment to the taxpayer.	None	7 Minutes	Frontline Service Provider CBPLO



2. Pay the required taxes, fees and charges.	Accept the payment and issue Official Receipt.	Based on the Revenue Code of Navotas	15 Minutes	Cashier City Treasurer's Office
3. Return to the BPLO Frontline Service Provider and Received the Business Permits and License, Business Plate/Sticker and all necessary attachments.	Received the copy of Official Receipt and all the attachments.	None	8 minutes	Releasing Clerk CBPLO
<b>TOTAL:</b>		<b>Based on the Revenue Code of Navotas</b>	<b>30 Minutes</b>	

*Note: Joint post-audit inspection shall be done within a period not exceeding 3 months from the date of registration to verify and check the owner's faithful confirmation and compliance with all the regulatory measures and requirements relative to his/her business. This includes, but not limited to, Sanitation Permits, Locational Clearance, Fire Safety Inspection Certificates, and other clearances, accreditation, permits and/or certifications required and issued by concerned National Government Agency. Any misdeclaration such as but not limited to: business area, number of employees, undeclared nature of business/s and the like are sufficient ground for application of fines and penalties as prescribed in Section 9 of City Ordinance No. 2017-05. The taxpayer shall be given 60 days (renewable for 30 days) after securing his/her business permit/license to submit the necessary certification, accreditation and/or clearances relative to the operation of his/her business. Extension of 30 days shall be granted if the reason for the failure to comply with the requirements is justifiable and/or acceptable.*

## Schedule of Fees:

### **CITY ORDINANCE NO. 2017-18** ARTICLE 17 - GRADUATED TAX ON BUSINESS

SECTION 97 - Imposition of Tax - These is hereby imposed on the following persons, natural or juridical, who establish, operate, conduct or maintain their respective businesses within the City of Navotas, a graduated business tax in the amounts hereafter prescribed;

- a) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature, accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per
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	Annum
Less than 10,000.00	173.00
10,000.00 or more but less than 15,000.00	231.00
15,000.00 or more but less than 20,000.00	317.00
20,000.00 or more but less than 30,000.00	462.00
30,000.00 or more but less than 40,000.00	693.00
40,000.00 or more but less than 50,000.00	866.00
50,000.00 or more but less than 75,000.00	1,386.00
75,000.00 or more but less than 100,000.00	1,733.00
100,000.00 or more but less than 150,000.00	2,310.00
150,000.00 or more but less than 200,000.00	2,888.00
200,000.00 or more but less than 300,000.00	4,043.00
300,000.00 or more but less than 500,000.00	5,775.00
500,000.00 or more but less than 750,000.00	8,400.00
750,000.00 or more but less than 1,000,000.00	10,500.00
1,000,000.00 or more but less than 2,000,000.00	14,438.00
2,000,000.00 or more but less than 3,000,000.00	17,325.00
3,000,000.00 or more but less than 4,000,000.00	20,790.00
4,000,000.00 or more but less than 5,000,000.00	24,255.00
5,000,000.00 or more but less than 6,000,000.00	25,594.00
6,000,000.00 or more but less than 7,000,000.00	26,873.00
7,000,000.00 or more but less than 20,000,000.00 of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 38% of 1%	
20,000,000.00 or more but less than 50,000,000.00 of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 36% of 1%	
50,000,000.00 and above of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 25% of 1%	

The preceding rates shall apply only to amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Article.

- b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax Per Annum
Less than 1,000.00	19.00
1,000.00 or more but less than 2,000.00	35.00
2,000.00 or more but less than 3,000.00	53.00
3,000.00 or more but less than 4,000.00	76.00
4,000.00 or more but less than 5,000.00	105.00
5,000.00 or more but less than 6,000.00	128.00
6,000.00 or more but less than 7,000.00	151.00
7,000.00 or more but less than 8,000.00	174.00
8,000.00 or more but less than 10,000.00	197.00
10,000.00 or more but less than 15,000.00	231.00
15,000.00 or more but less than 20,000.00	289.00
20,000.00 or more but less than 30,000.00	347.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	693.00
50,000.00 or more but less than 75,000.00	1,040.00
75,000.00 or more but less than 100,000.00	1,386.00
100,000.00 or more but less than 150,000.00	1,964.00





150,000.00 or more but less than 200,000.00	2,541.00
200,000.00 or more but less than 300,000.00	3,465.00
300,000.00 or more but less than 500,000.00	4,620.00
500,000.00 or more but less than 750,000.00	6,930.00
750,000.00 or more but less than 1,000,000.00	9,240.00
1,000,000.00 or more but less than 2,000,000.00	10,500.00
2,000,000.00 or more but less than 3,000,000.00	12,500.00
3,000,000.00 and above of Gross Receipts. For every 100,000.00 or fraction thereof, An additional tax of 50% of 1%	

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers provided in this Section.

- c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article.

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil and cooking gas;
- (4) Laundry soap, detergents, and medicine;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (6) Poultry feeds and other animal feeds;
- (7) School supplies; and
- (8) Cement

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

- (d) On retailers.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
More than P50,000.00 but not over P400,000.00	2 %
More than P400,000.00	1 %

The rate of two percent (2%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one percent (1 %) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P 400,000.00).

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Fifty Thousand Pesos (P 50,000.00) subject to existing laws and regulations.

- (e) On contractors and other independent contractors, in accordance with the following schedule:



Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	29.50
5,000.00 or more but less than 10,000.00	64.60
10,000.00 or more but less than 15,000.00	109.50
15,000.00 or more but less than 20,000.00	173.00
20,000.00 or more but less than 30,000.00	289.00
30,000.00 or more but less than 40,000.00	404.00
40,000.00 or more but less than 50,000.00	578.00
50,000.00 or more but less than 75,000.00	924.00
75,000.00 or more but less than 100,000.00	1,386.00
100,000.00 or more but less than 150,000.00	2,079.00
150,000.00 or more but less than 200,000.00	2,772.00
200,000.00 or more but less than 250,000.00	3,812.00
250,000.00 or more but less than 300,000.00	4,851.00
300,000.00 or more but less than 400,000.00	6,468.00
400,000.00 or more but less than 500,000.00	8,663.00
500,000.00 or more but less than 750,000.00	9,713.00
750,000.00 or more but less than 1,000,000.00	10,763.00
1,000,000.00 or more but less than 2,000,000.00	12,075.00
2,000,000.00 or more	75% of 1%

For purposes of this section, the tax on general engineering, general building, and specialty contractors shall initially be based on the total contract price, payable in equal annual installments within the project term.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts for the preceding calendar years and the deficiency tax, if there be any, shall be collected as provided in this Code or the excess tax payment shall be refunded.

- (f) Owners or operators of cafes, cafeterias, ice cream and other refreshment parlors, restaurant, soda fountain bars, carinderias and food caterers shall pay the tax in accordance with the following:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 2,000.00	30.00
2,000.00 or more but less than 3,750.00	50.00
3,750.00 or more but less than 4,500.00	70.00
4,500.00 or more but less than 6,125.00	90.00
6,125.00 or more but less than 7,250.00	110.00
7,250.00 or more but less than 8,750.00	130.00
8,750.00 or more but less than 10,275.00	150.00
10,275.00 or more but less than 12,125.00	180.00
12,125.00 or more but less than 15,250.00	220.00
15,250.00 or more but less than 16,750.00	250.00
16,750.00 or more but less than 18,250.00	270.00
18,250.00 or more but less than 20,625.00	290.00
20,625.00 or more but less than 23,375.00	350.00
23,375.00 or more but less than 27,000.00	400.00
27,000.00 or more but less than 30,000.00	450.00
30,000.00 or more but less than 33,000.00	500.00
33,000.00 or more but less than 35,875.00	550.00
35,875.00 or more but less than 40,625.00	610.00
40,625.00 or more but less than 45,000.00	660.00
45,000.00 or more but less than 50,000.00	750.00
For every P 1,000.00 or fraction thereof in excess of P 50,000.00	5.00

- (g) Owners or operators of bar, beer garden, cocktail lounge, day and night club, pub house, and sing-along or karaoke bars shall pay the tax in accordance with the following schedule:



### 3. PROCESSING OF REGISTRATION OF BAKLAD AND TAHUNGAN

A Business License and Permit for Baklad and Tahungan is issued by City Business Permits & Licensing Office that allows individuals or companies to set-up Baklad & Tahungan in the marine waters 15 kilometers from the shoreline under the jurisdiction of Navotas City. It is the authorization to start its operation, regulate safety, and structure. It is a proof that the business follows certain laws and ordinances related to its operation.

<b>Office or Division:</b>	City Business Permits and Licensing Office (CBPLO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	All existing Baklad and Tahungan Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Form to be accomplished/filled-out of complete information and notarized (1 original)		BOSS – Help Desk		
Barangay Business Clearance (1 original)		BOSS – Releasing Window		
Community Tax Certificate (1 photocopy)		City Treasurer's Office – Window 1 or 2		
Affidavit of Undertaking stating that the applicant acknowledges that his/her business permit shall be revoked pursuant to the Supreme Court rulings in G.R. No. 171947-48 relative to the directive of the DENR regarding the Philippine Clean Water Act of 2004, and waive his/her right to contest the revocation of their business permit (1 certified photocopy)		BOSS – Front Desk		
Previous year's copy of Business Permit (1 photocopy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get a number at the Queuing Machine and wait for the number to be called. Once called, submit the complete document requirements including queuing number.	Received the required documentary requirements including the locational clearance and mechanical fees (pre-assessment step) and evaluate the completeness. If complete, assess taxes, fees and charges.	None	5 Minute	Frontline Service Provider CBPLO



Received order of payment from the BPLO.	Issue order of the payment to the taxpayer.			
2. Pay the required taxes, fees and charges.	Accept the payment and issue Official Receipt.	Based on the Revenue Code of Navotas	10 Minutes	Cashier City Treasurer's Office
3. Return to BPLO Frontline Service Provider and Received the Business Permits and License, Business Plate/Sticker and all necessary attachments.	Received the copy of Official Receipt and all the attachment.	None	5 Minutes	Releasing Clerk/ CBPLO
<b>TOTAL:</b>		<b>Based on Pambayang Ordinansa Blg. 2002-03</b>	<b>20 Minutes</b>	

Note: The taxpayer shall be given 60 days (renewable for 30 days) after securing his/her business permit/license to submit the necessary certification, accreditation and/or clearances relative to the operation of his/her business. Extension of 30 days shall be granted if the reason for the failure to comply with the requirements is justifiable and/or acceptable.

### **Schedule of Fees: (Pambayang Ordinansa Blg. 2002-03)**

Seksyon 3. Ang Taunang Municipal License at Mayor's Permit Fee:

- A. Ang bawat baklad na hindi hihigit sa bawat takdang metrong lalim na ipinagbabayad ng kaukulang taunang Municipal License at Mayor's Permit Fee na ibinabayad ayon sa mga sumusunod na katakdaan:

5 hanggang 6 metro lalim . . . . .	P 2,250.00
7 hanggang 8 metro lalim . . . . .	2,815.00
9 hanggang 10 metro lalim . . . . .	3,300.00
11 metro lalim pataas . . . . .	3,375.00

- B. Ang bawat tahungan na may lawak na hindi hihigit sa sukat na 5 metro lapad at 100 metro haba o di kaya 10 metro lapad at 50 metro haba sa loob o nasa labas ng baklad ay kailangan may kaukulang taunang Municipal License at Mayor's Permit Fee na ibinabayad ayon sa mga sumusunod na katakdaan:

4 hanggang 5 metro lalim . . . . .	P 1,500.00
7 hanggang 8 metro lalim . . . . .	1,750.00
9 hanggang 10 metro lalim . . . . .	2,000.00
11 metro lalim pataas . . . . .	2,250.00

Seksyon:

<b>METRO LALIM</b>	<b>Lagpas na Sukat (Baklad)</b>			
	1-10	11-20	21-30	31 Pataas
4-5	P 50.00	P 100.00	P 150.00	P 200.00
6-8	100.00	150.00	200.00	250.00
9-10	150.00	200.00	250.00	300.00
11 pataas	200.00	250.00	300.00	350.00



## 4. PROCESSING OF RENEWAL OF BUSINESS PERMIT APPLICATION

A Business License and Permit is issued by City Business Permits & Licensing Office that allow individuals or companies to conduct business within the geographical jurisdiction of Navotas. It is the authorization to start a business, it regulates safety, structure and appearance of the business community. It is a proof that the business follows certain laws and ordinances related to the operation of business. Renewal must be made yearly.

<b>Office or Division:</b>	City Business Permits and Licensing Office (CBPLO)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	All registered business in Navotas City
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form to be accomplished/filled-out of complete information and notarized (1 original)	BOSS – Help Desk
Previous year's Business Permit (1 certified photocopy)	Business Owner / BOSS – Releasing Window
Barangay Business Clearance (1 certified photocopy)	Business One Stop Shop – Front Desk
Locational Clearance (1 certified photocopy)	BOSS – City Planning & Development Office – Front Desk
<b>For Sole Proprietorship:</b>	
- DTI Registration (1 certified photocopy)	Negosyo Center – Front Desk
<b>For partnership or corporation:</b>	
- SEC Registration (1 certified photocopy)	Security & Exchange Commission, SEC Registration Division – Front Desk
<b>If the place of business is owned by the applicant:</b>	
- Proof of ownership (1 certified photocopy)	Business Owner
<b>If the place of business is rented:</b>	
- Lease Contract and proof of ownership of the lessor, (1 certified photocopy)	Lessor of the Property
<b>If the place of business is not leased by the applicant but permitted by the owner to use the premises:</b>	
- Notarized Affidavit of Consent to Use the Property/Premises/Place from the registered owner (1 certified photocopy)	Owner of Property
<b>If the place of business is a government property.</b>	
- Affidavit of Waiver stating that in case the property is needed by the government, the applicant shall voluntarily vacate the place in favor of the government, and the	Business Owner



business permit issued to them shall be revoked and cannot be used as claimed or proof of ownership over the property. (1 certified photocopy)	
- Certification from the Zoning Administrator that the Business is not Conforming with the Zoning Ordinance, if the place of business a government property. (1 original)	BOSS – City Planning & Development Office – Front Desk
Audited Financial Statement (1 certified photocopy)	Business Owner
<p>Latest Annual Income Tax Return (ITR) duly received by the Bureau of Internal Revenue (BIR).</p> <p>a. BIR Form No. 1700; and/or</p> <p>b. BIR Form No. 1701; and/or</p> <p>c. BIR Form No. 1702-EX; and/or</p> <p>d. BIR Form No. 1702-MX; and/or</p> <p>e. BIR Form No. 1702-RT</p> <p>(1 certified photocopy)</p>	Bureau of Internal Revenue/Business Owner
<p>Monthly/Quarterly Returns.</p> <p><b>- Income Tax Returns</b></p> <p>a. BIR Form No. 1701Q; and/or</p> <p>b. BIR Form No. 1702Q; and/or</p> <p><b>- Value-Added Tax (VAT) Returns.</b></p> <p>c. BIR Form No. 2550Q; and/or</p> <p>d. BIR Form No. 2550M; and/or</p> <p><b>- Percentage Tax Returns</b></p> <p>e. BIR Form No. 2551Q; and/or</p> <p>f. BIR Form No. 2551M</p> <p>(1 certified photocopy)</p> <p>This does not apply for businesses with gross receipts below P150,000</p>	Bureau of Internal Revenue/Business Owner



<b>If the business has not been registered with the BIR</b>				
Affidavit stating that the business has not been registered with the BIR.  This affidavit will be applicable only for the 1 <sup>st</sup> year of operation of any business with gross receipts of above P150,000.00 (1 original)		Notary Public/Business Owner		
<b>In case of consolidated Financial Statement and/or Annual Income Tax Returns:</b>				
Notarized certification of gross receipts (1 certified photocopy)		Notary Public/Business Owner		
<b>If the place of business has been transferred</b>				
Clear Copy of Picture of Business Establishment ( <i>inside and outside of the establishment</i> ) ( <b>OPTIONAL</b> ) (1 original)  Clear Copy of Business Location Map/Sketch ( <i>inside and outside of the establishment</i> ) (1 original)		Business Owner		
<i>Other requirements as per line of business.</i>				
Previous year's Locational Clearance (1 photocopy)		Business Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get a number at the Queuing Machine and wait for the number to be called. Once called, submit the complete document requirements including queuing number.	Received the required documentary requirements including the locational clearance and mechanical fees (pre-assessment step) and evaluate the completeness. If complete, assess taxes, fees and	None	5 Minute	Frontline Service Provider CBPLO





Received order of payment from the BPLO.	charges.  Issue order of the payment to the taxpayer.			
2. Pay the required taxes, fees and charges.	Accept the payment and issue Official Receipt.	Based on the Revenue Code of Navotas	10 Minutes	Cashier City Treasurer's Office
3. Return to BPLO Frontline Service Provider and Received the Business Permits and License, Business Plate/Sticker and all necessary attachments.	Received the copy of Official Receipt and all the attachment.	None	5 Minutes	Releasing Clerk/ CBPLO
<b>TOTAL:</b>		<b>Based on the Revenue Code of Navotas</b>	<b>20 Minutes</b>	

*Note: Joint post-audit inspection shall be done within a period not exceeding 3 months from the date of registration to verify and check the owner's faithful confirmation and compliance with all the regulatory measures and requirements relative to his/her business. This includes, but not limited to, Sanitation Permits, Locational Clearance, Fire Safety Inspection Certificates, and other clearances, accreditation and permits and/or certifications required and issued by concerned National Government Agency. Any misdeclaration such as but not limited to: business area, number of employees, undeclared nature of business/s and the like are sufficient ground for application of fines and penalties as prescribed in Section 9 of City Ordinance No. 2017-05. The taxpayer shall be given 60 days (renewable for 30 days) after securing his/her business permit/license to submit the necessary certification, accreditation and/or clearances relative to the operation of his/her business. Extension of 30 days shall be granted if the reason for the failure to comply with the requirements is justifiable and/or acceptable.*

## Schedule of Fees:

### **CITY ORDINANCE NO. 2017-18** **ARTICLE 17 - GRADUATED TAX ON BUSINESS**

SECTION 97 - Imposition of Tax - These is hereby imposed on the following persons, natural or juridical, who establish, operate, conduct or maintain their respective businesses within the City of Navotas, a graduated business tax in the amounts hereafter prescribed;

- a) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature, accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per
--	-------------------



	Annum
Less than 10,000.00	173.00
10,000.00 or more but less than 15,000.00	231.00
15,000.00 or more but less than 20,000.00	317.00
20,000.00 or more but less than 30,000.00	462.00
30,000.00 or more but less than 40,000.00	693.00
40,000.00 or more but less than 50,000.00	866.00
50,000.00 or more but less than 75,000.00	1,386.00
75,000.00 or more but less than 100,000.00	1,733.00
100,000.00 or more but less than 150,000.00	2,310.00
150,000.00 or more but less than 200,000.00	2,888.00
200,000.00 or more but less than 300,000.00	4,043.00
300,000.00 or more but less than 500,000.00	5,775.00
500,000.00 or more but less than 750,000.00	8,400.00
750,000.00 or more but less than 1,000,000.00	10,500.00
1,000,000.00 or more but less than 2,000,000.00	14,438.00
2,000,000.00 or more but less than 3,000,000.00	17,325.00
3,000,000.00 or more but less than 4,000,000.00	20,790.00
4,000,000.00 or more but less than 5,000,000.00	24,255.00
5,000,000.00 or more but less than 6,000,000.00	25,594.00
6,000,000.00 or more but less than 7,000,000.00	26,873.00
7,000,000.00 or more but less than 20,000,000.00 of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 38% of 1%	
20,000,000.00 or more but less than 50,000,000.00 of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 36% of 1%	
50,000,000.00 and above of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 25% of 1%	

The preceding rates shall apply only to amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Article.

- b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax Per Annum
Less than 1,000.00	19.00
1,000.00 or more but less than 2,000.00	35.00
2,000.00 or more but less than 3,000.00	53.00
3,000.00 or more but less than 4,000.00	76.00
4,000.00 or more but less than 5,000.00	105.00
5,000.00 or more but less than 6,000.00	128.00
6,000.00 or more but less than 7,000.00	151.00
7,000.00 or more but less than 8,000.00	174.00
8,000.00 or more but less than 10,000.00	197.00
10,000.00 or more but less than 15,000.00	231.00
15,000.00 or more but less than 20,000.00	289.00
20,000.00 or more but less than 30,000.00	347.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	693.00
50,000.00 or more but less than 75,000.00	1,040.00
75,000.00 or more but less than 100,000.00	1,386.00
100,000.00 or more but less than 150,000.00	1,964.00
150,000.00 or more but less than 200,000.00	2,541.00



200,000.00 or more but less than 300,000.00	3,465.00
300,000.00 or more but less than 500,000.00	4,620.00
500,000.00 or more but less than 750,000.00	6,930.00
750,000.00 or more but less than 1,000,000.00	9,240.00
1,000,000.00 or more but less than 2,000,000.00	10,500.00
2,000,000.00 or more but less than 3,000,000.00	12,500.00
3,000,000.00 and above of Gross Receipts. For every 100,000.00 or fraction thereof, An additional tax of 50% of 1%	

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers provided in this Section.

- c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article.

- (9) Rice and Corn;
- (10) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (11) Cooking oil and cooking gas;
- (12) Laundry soap, detergents, and medicine;
- (13) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (14) Poultry feeds and other animal feeds;
- (15) School supplies; and
- (16) Cement

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

- (d) On retailers.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
More than P50,000.00 but not over P400,000.00	2 %
More than P400,000.00	1 %

The rate of two percent (2%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one percent (1 %) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P 400,000.00).

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Fifty Thousand Pesos (P 50,000.00) subject to existing laws and regulations.

- (e) On contractors and other independent contractors, in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	29.50
5,000.00 or more but less than 10,000.00	64.60
10,000.00 or more but less than 15,000.00	109.50



15,000.00 or more but less than 20,000.00	173.00
20,000.00 or more but less than 30,000.00	289.00
30,000.00 or more but less than 40,000.00	404.00
40,000.00 or more but less than 50,000.00	578.00
50,000.00 or more but less than 75,000.00	924.00
75,000.00 or more but less than 100,000.00	1,386.00
100,000.00 or more but less than 150,000.00	2,079.00
150,000.00 or more but less than 200,000.00	2,772.00
200,000.00 or more but less than 250,000.00	3,812.00
250,000.00 or more but less than 300,000.00	4,851.00
300,000.00 or more but less than 400,000.00	6,468.00
400,000.00 or more but less than 500,000.00	8,663.00
500,000.00 or more but less than 750,000.00	9,713.00
750,000.00 or more but less than 1,000,000.00	10,763.00
1,000,000.00 or more but less than 2,000,000.00	12,075.00
2,000,000.00 or more	75% of 1%

For purposes of this section, the tax on general engineering, general building, and specialty contractors shall initially be based on the total contract price, payable in equal annual installments within the project term.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts for the preceding calendar years and the deficiency tax, if there be any, shall be collected as provided in this Code or the excess tax payment shall be refunded.

- (f) Owners or operators of cafes, cafeterias, ice cream and other refreshment parlors, restaurant, soda fountain bars, carinderias and food caterers shall pay the tax in accordance with the following:

(g)	Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
	Less than 2,000.00	30.00
	2,000.00 or more but less than 3,750.00	50.00
	3,750.00 or more but less than 4,500.00	70.00
	4,500.00 or more but less than 6,125.00	90.00
	6,125.00 or more but less than 7,250.00	110.00
	7,250.00 or more but less than 8,750.00	130.00
	8,750.00 or more but less than 10,275.00	150.00
	10,275.00 or more but less than 12,125.00	180.00
	12,125.00 or more but less than 15,250.00	220.00
	15,250.00 or more but less than 16,750.00	250.00
	16,750.00 or more but less than 18,250.00	270.00
	18,250.00 or more but less than 20,625.00	290.00
	20,625.00 or more but less than 23,375.00	350.00
	23,375.00 or more but less than 27,000.00	400.00
	27,000.00 or more but less than 30,000.00	450.00
	30,000.00 or more but less than 33,000.00	500.00
	33,000.00 or more but less than 35,875.00	550.00
	35,875.00 or more but less than 40,625.00	610.00
	40,625.00 or more but less than 45,000.00	660.00
	45,000.00 or more but less than 50,000.00	750.00
	For every P 1,000.00 or fraction thereof in excess of P 50,000.00	5.00

Owners or operators of bar, beer garden, cocktail lounge, day and night club, pub house, and sing-along or karaoke bars shall pay the tax in accordance with the following schedule:



Amount of Gross Sales/Receipts for the Preceding Calendar Year	Amount of Tax per Annum
Less than 2,000.00	40.00
2,000.00 or more but less than 3,750.00	75.00
3,750.00 or more but less than 4,500.00	90.00
4,500.00 or more but less than 6,125.00	122.50
6,125.00 or more but less than 7,250.00	145.00
7,250.00 or more but less than 8,750.00	175.00
8,750.00 or more but less than 10,275.00	205.50
10,275.00 or more but less than 12,125.00	242.50
12,125.00 or more but less than 15,250.00	305.00
15,250.00 or more but less than 16,750.00	335.00
16,750.00 or more but less than 18,250.00	365.00
18,250.00 or more but less than 20,625.00	415.50
20,625.00 or more but less than 23,375.00	467.50
23,375.00 or more but less than 27,000.00	540.00
27,000.00 or more but less than 30,000.00	600.00
30,000.00 or more but less than 33,000.00	660.00
33,000.00 or more but less than 35,875.00	717.50
35,875.00 or more but less than 40,625.00	812.00
40,625.00 or more but less than 45,000.00	910.00
45,000.00 or more but less than 50,000.00	1,000.00
For every P 1,000.00 or fraction thereof in excess of P 50,000.00	10.00

(h) On banks and other financial institutions, at the rate of seven five percent (75%) of one percent (1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

(i) Real estate dealers shall pay the tax in accordance with the following schedule:

3. Subdivision operators, per square . . . . .50/annum  
The tax shall be based on the total area of the remaining lots titled in the name of the subdivision operator.
4. Lessors or sub-lessors of real estate including accessories, apartels, pension inns, apartments, condominiums, house for lease, rooms and spaces for rent shall pay the tax in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	Exempt
1,000.00 or more but less than 4,000.00	30.00
4,000.00 or more but less than 10,000.00	75.00
10,000.00 or more but less than 20,000.00	225.00
20,000.00 or more but less than 30,000.00	450.00
30,000.00 to 50,000.00	750.00
For every P 1,000.00 in excess of P 50,000.00 for real property used for purposes other than residential	15.00
For every P 5,000.00 in excess of P 50,000.00 for real property used for residential purposes	10.00
For newly started business, the initial tax shall be the rate of	50.00



(j) On **dealers** of real estate excluding subdivision operators and lessors of real estate:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 10,000.00	250.00
10,000.00 or more but less than 50,000.00	500.00
50,000.00 or more but less than 100,000.00	750.00
100,000.00 or more but less than 200,000.00	1,500.00
200,000.00 or more but less than 400,000.00	2,250.00
400,000.00 or more but less than 700,000.00	4,000.00
700,000.00 or more but less than 1,000,000.00	6,000.00
1,000,000.00 or more but less than 1,500,000.00	8,750.00
1,500,000.00 or more but less than 2,000,000.00	10,000.00
2,000,000.00 or more but less than 3,000,000.00	13,750.00
3,000,000.00 or more but less than 5,000,000.00	16,000.00
5,000,000.00 or more but less than 6,500,000.00	20,000.00
6,500,000.00 or more but less than 8,000,000.00	25,000.00
8,000,000.00 or more but less than 10,000,000.00	31,500.00
For every 500,000.00 in excess of P 10,000,000.00	1,000.00

For newly started business, the initial tax, shall be the minimum prescribed above.

(k) Owners or operators of privately-owned public markets and shopping centers shall pay the tax in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Quarter in the amount	Amount of Tax per Quarter
Less than 5,000.00	185.00
5,000.00 or more but less than 10,000.00	375.00
10,000.00 or more but less than 20,000.00	750.00
20,000.00 or more but less than 30,000.00	1,125.00
30,000.00 or more but less than 40,000.00	1,500.00
40,000.00 or more but less than 50,000.00	1,875.00
50,000.00 or more but less than 60,000.00	2,250.00
60,000.00 or more but less than 70,000.00	2,625.00
70,000.00 or more but less than 80,000.00	3,000.00
80,000.00 or more but less than 90,000.00	3,375.00
90,000.00 to 100,000.00	3,750.00
For every P 1,000.00 in excess of P 100,000	30.00

For newly stated privately-owned public markets, the tax shall be the minimum prescribed above.

(l) On owners or operators of amusement places such as bowling alleys, billiard halls, pool rooms, video game parlors, bath houses and resorts with swimming pools.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	20.00
1,000.00 or more but less than 2,000.00	40.00
2,000.00 or more but less than 3,000.00	60.00





3,000.00 or more but less than 4,000.00	80.00
4,000.00 or more but less than 5,000.00	100.00
5,000.00 or more but less than 6,000.00	120.00
6,000.00 or more but less than 7,000.00	140.00
7,000.00 or more but less than 8,000.00	160.00
8,000.00 or more but less than 10,000.00	200.00
10,000.00 or more but less than 15,000.00	300.00
15,000.00 or more but less than 20,000.00	400.00
20,000.00 or more but less than 30,000.00	600.00
30,000.00 or more but less than 40,000.00	800.00
40,000.00 or more but less than 50,000.00	1,000.00
50,000.00 or more but less than 75,000.00	1,500.00
75,000.00 or more but less than 100,000.00	2,000.00
100,000.00 or more but less than 150,000.00	3,000.00
150,000.00 or more but less than 200,000.00	4,000.00
200,000.00 or more but less than 300,000.00	6,000.00
300,000.00 or more but less than 500,000.00	10,000.00
500,000.00 or more but less than 750,000.00	15,000.00
750,000.00 or more but less than 1,000,000.00	20,000.00
1,000,000.00 or more but less than 2,000,000.00	40,000.00
2,000,000.00 or more –at a rate not exceeding 75% of 1%	

## ARTICLE 18. OTHER TAXES ON BUSINESS

### A. TAX ON MOBILE TRADERS

SECTION 98. Definition. - When used in this Article

A Mobile Trader is a person, who either for himself or commission, travels from place to place and sells his goods or sells and offers to deliver the same, using a vehicle. Subsumed in this definition are rolling stores, portable stores, and similar arrangements.

SECTION 99. Imposition of Tax. - There is hereby imposed an annual tax at the rate of one percent (1%) on the gross receipts of Mobile Traders.

SECTION 100. Time of Payment. - The tax shall be paid upon the issuance of the Mayor's Permit to do business in the city/municipality.

SECTION 101. Administrative Provisions. - The City Treasurer shall determine the taxable gross receipts by applying the Presumptive Income Level Technique provided in this Code, and thereafter assess and collect the tax due.

### B. TAX ON OPERATORS OF PUBLIC UTILITY VEHICLES

SECTION 102. Imposition of Tax. - There is hereby imposed a tax on operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises:

Kind of Public Utility	Amount of Fee per Annum
Air-conditioned buses	₱1,500.00/ per unit
Buses without air conditioning	1,200.00/ per unit
"Mini" buses	1,000.00/ per unit
Jeepneys/AUVs	750.00/ per unit
Taxis	750.00/ per unit

NOTE: Rate may be determined by computing estimated earning per day x 300 days x rate not to exceed 2% of gross receipts)



SECTION 103. Time of Payment. The tax shall be paid within the first twenty (20) days of January of each year.

### C. TAX ON AMBULANT AND ITINERANT AMUSEMENT OPERATORS

SECTION 104. Imposition of Tax. There is hereby imposed a tax on ambulant and itinerant amusement operators during fiestas and fairs at the following rates:

Type of Amusement	Amount of Fee (Per Day Basis)
• Circus, carnivals, or the like per day	₱ 500.00
• Merry-Go-Round, roller coaster, ferris wheel, swing, shooting gallery and other similar contrivances per day	300.00
• Sports contest/exhibitions per day	500.00
• Other similar contrivances	300.00

SECTION 105. Time of Payment. The tax herein imposed shall be payable before engaging in such activity.

### ARTICLE 20 - FIXED TAX ON BUSINESS

SECTION 116 - Imposition of Tax - There is hereby imposed, as herein below specified, taxes on the following business in the municipality.

a) On dealers in fermented liquors, distilled spirits, and/or wines:

1) Wholesale dealers in foreign liquors	₱1,000.00
2) Wholesale dealers in domestic liquors	500.00
3) Retail dealers in foreign liquors	300.00
4) Retail dealers in domestic liquors	150.00
5) Wholesale dealers in vine	100.00
6) Retail dealers in vine liquors	50.00
7) Retail dealers in tuba, basi, and/or tapuy	50.00

b) On dealers in tobacco:

1) Retail leaf tobacco dealers	₱ 75.00
2) Wholesale leaf tobacco dealers	300.00
3) Retail tobacco dealers	75.00
4) Wholesale tobacco dealers	300.00

c) On owners or operators of amusement/vending devices:

1) Each jukebox machine	₱ 200.00
2) Each machine or apparatus for visual entertainment	100.00
3) Each apparatus for weighing person	50.00
4) Each machine for dispensing or vending softdrinks and other articles	300.00
5) Each machine or apparatus for printing letters or numbers	60.00
6) Each similar device for vending games of skill or amusement	75.00
7) For each coin or token operated amusement machine or apparatus	300.00
8) Circuses, carnivals, and the like per day:	
For the first ten (10) days	200.00
For each day thereafter	25.00
9) Side shows, per booth:	
For the first ten (10) days	100.00
For each day thereafter	15.00
10) Merry-go-rounds, roller coasters, ferris wheels, swings, shooting	





galleries, or similar contrivances:

For the first ten (10) days

200.00

For Each day thereafter

15.00

d) On owners and operators of private cemeteries or memorial parks:

1) With an area of less than 2 hectares

₱ 500.00

2) 2 hectares but not more than 5 hectares

1,000.00

3) More than (5) hectares

2,000.00

e) Fishponds, fishpens, or fish breeding grounds or fraction thereof.....₱15.00

f) Rice or corn mills, mainly milling for other persons with total capacity, per machine as follows:

1) "Corn mill", - not exceeding one hundred cavans per 12 hr. capacity

₱ 22.50

2) "Corn mill" - exceeding one hundred cavans per 12 hr. capacity

33.75

3) "Kiskisan" - not exceeding one hundred cavans of palay per 12 hr. capacity

37.50

4) "Kiskisan" - exceeding one hundred cavans of palay per 12 hr. capacity

56.25

5) "Cono" - not exceeding 100 cavans of palay per 12 hr. capacity

150.00

6) "Cono" - not exceeding 200 cavans of palay per 12 hr. capacity

300.00

7) "Cono" - not exceeding 300 cavans of palay per 12 hr. capacity

450.00

8) "Cono" - not exceeding 400 cavans of palay per 12 hr. capacity

675.00

9) "Cono" - not exceeding 500 cavans of palay per 12 hr. capacity

975.00

10) "Cono" - not exceeding 600 cavans of palay per 12 hr. capacity

1,350.00

11) "Cono" - not exceeding 700 cavans of palay per 12 hr. capacity

1,875.00

12) "Cono" - not exceeding 800 cavans of palay per 12 hr. capacity

2,400.00

13) "Cono" - not exceeding 900 cavans of palay per 12 hr. capacity

3,000.00

14) "Cono" - not exceeding 1,000 cavans of palay per 12 hr. capacity

3,600.00

g) Cold Storage and refrigeration cases:

1) Refrigeration or cold storage unit:

With total cold storage capacity:

Not exceeding 5 cu.m.

₱ 150.00

Over 5 to 15 cu.m.

225.00

Over 15 to 25 cu.m.

375.00

Over 25 to 35 cu.m.

750.00

Over 35 to 50 cu.m.

1,125.00

Over 50 cu.m.

1,500.00

2) Refrigerating cases:

Less than 5 cu.m.

₱ 7.50

h) Nursery, vocational and other schools not regulated by the Department of Education Culture and



Sports:

With 5 or less students	₱ 75.00
Over 5 but not more than 20 students	150.00
Over 20 students	300.00

i) Dancing schools/ Deriving schools/ Speed reading / EDP /Judo /Karate, etc.

5) With 100 or more students	₱ 450.00
6) With 50 to 99 students	300.00
7) With 25 to 49 students	225.00
8) With less than 25 students	150.00

j) Car exchange on consignment basis only:

For an enclosure of 500 sq. m. or less	₱ 225.00
For an enclosure of more than 500 sq. m.	300.00

If car exchange is being operated on a buying and selling basis, they are covered by the graduated business tax on retailers, independent wholesalers and distributors, under Section 75.

k) Storage of flammable, combustible or explosive substance:

a) Flammable liquids

Flammable liquids with flash point at 20 F or below, such as gasoline and other carbon besolphide, naphta, benzolallodin and acetone:

Over 5 to 25 gals	₱ 7.50
Over 25 to 50 gals	20.00
Over 50 to 100 gals	40.00
Over 100 to 500 gals	80.00
Over 500 to 1,000 gals	120.00
Over 1,000 to 1,500 gals	160.00
Over 1,500 to 2,000 gals	200.00
Over 2,000 to 2,500 gals	240.00
Over 2,500 to 3,000 gals	320.00
Over 3,000 to 3,500 gals	400.00
Over 3,500 to 4,000 gals	480.00
Over 4,000 to 8,000 gals	600.00
Over 8,000 to 10,000 gals	800.00
Over 10,000 to 50,000 gals	1,200.00
Over 50,000 to 200,000 gals	1,800.00
Over 200,000 to 500,000 gals	2,400.00
Over 500,000 to 1,500,000 gals	3,200.00
Over 1,500,000 gals.	4,000.00

Flammable liquids with flash point at above 20 F and below 70 F such as alcohol, amyl-acetate, tuluol, ethyl acetate:

Over 5 to 25 gals	₱ 15.00
Over 25 to 50 gals	20.00
Over 50 to 100 gals	30.00
Over 100 to 500 gals	50.00
Over 500 to 1,000 gals	80.00
Over 1,000 to 5,000 gals	200.00
Over 5,000 to 25,000 gals	400.00
Over 25,000 to 50,000 gals	800.00
Over 50,000 gals	1,000.00



Flammable liquids with flash point at 70 F and below 70 F such as alcohol, amyl-acetate, tuluol, ethyl acetate:

Over 5 to 25 gals	₱ 15.00
Over 25 to 50 gals	20.00
Over 50 to 100 gals	30.00
Over 100 to 500 gals	50.00
Over 500 to 1,000 gals	80.00
Over 1,000 to 5,000 gals	200.00
Over 5,000 to 25,000 gals	400.00
Over 25,000 to 50,000 gals	800.00
Over 50,000 gals	1,000.00

Flammable liquids with flash point at 70 F to 200 F such as turpentine, thinner, prepared paints, diesel oil, fuel oil, kerosene, varnish, cleansing, solvent, polishing liquids:

Over 5 to 25 gals	₱ 7.50
Over 25 to 50 gals	12.00
Over 50 to 100 gals	20.00
Over 100 to 1,000 gals	50.00
Over 1,000 to 5,000 gals	100.00
Over 5,000 to 10,000 gals	200.00
Over 10,000 to 50,000 gals	300.00
Over 50,000 to 100,000 gals	500.00
Over 100,000 to 500,000 gals	800.00
Over 500,000 to 900,000 gals	1,500.00
Over 900,000 gals	2,000.00

Flammable liquids with flash point or over 200 F when subject to spontaneous ignition or is artificially heated to a temperature equal or higher than its flash point such as petroleum oil, crude oil, others:

Over 5 to 25 gals	P 7.50
Over 25 to 50 gals	12.00
Over 50 to 100 gals	20.00
Over 100 to 500 gals	60.00
Over 500 to 1,000 gals	120.00
Over 1,000 to 20,000 gals	200.00

b) Flammable Gases:

Acetylene, hydrogen, coal gas, and other flammable gaseous form, except liquefied petroleum gas and other compressed gasses:

Over 15 to 25 kgs.	P 10.00
Over 25 to 100 kgs.	20.00
Over 100 to 500 kgs.	60.00
Over 500 to 2,000 kgs.	120.00
Over 2,000 to 10,000 kgs.	300.00
Over 10,000 to 50,000 kgs.	600.00
Over 50,000 to 100,000 kgs.	900.00
Over 100,000 kgs.	1,500.00

c) Combustible solids:

I. Calcium Carbide

Over 10 but not more than 20 kgs.	P 22.50
Over 20 but not more than 50 kgs.	30.00
Over 50 but not more than 500 kgs.	60.00



Over 500 but not more than 1,000 kgs.	90.00
Over 1,000 but not more than 5,000 kgs.	120.00
Over 5,000 but not more than 10,000 kgs.	150.00
Over 10,000 but not more than 50,000 kgs.	225.00
Over 50,000 kgs.	300.00

II. Pyrolyxin:

Over 10 to 50 kgs.	P 20.00
Over 50 to 200 kgs.	40.00
Over 200 to 500 kgs.	80.00
Over 500 to 1,000 kgs.	150.00
Over 1,000 to 3,000 kgs.	300.00
Over 3,000 to 10,000 kgs.	500.00
Over 10,000 kgs.	1,000.00

III. Matches:

Over 25 to 100 kgs.	P 20.00
Over 100 to 500 kgs.	100.00
Over 500 to 1,000 kgs.	200.00
Over 1,000 to 5,000 kgs.	400.00
Over 5,000 kgs.	600.00

IV. Nitrate, phosphorous, bromine, sodium, picric acid, and another hazardous, explosive, corrosive, oxidizing and lachrymatory properties.

Over 5 to 25 kgs.	P 20.00
Over 25 to 100 kgs.	30.00
Over 100 to 500 kgs.	75.00
Over 500 to 1,000 kgs.	150.00
Over 1,000 to 5,000 kgs.	225.00
Over 5,000 kgs.	300.00

V. Shredded combustible materials such as wood shavings (kusot), waste (estopa), sisal, oakum, and other similar combustible shaving and fine materials:

Over 9 to 100 cu. ft.	P 20.00
Over 100 to 500 cu. ft.	60.00
Over 500 to 1,000 cu. ft.	90.00
Over 1,000 to 2,500 kgs.	150.00
Over 2,500 kgs.	225.00

VI. Tar, resin, waxes, copra, rubber, coal, bituminous coal and similar combustible materials:

Over 50 to 100 kgs.	P 22.50
Over 100 to 1,000 kgs.	45.00
Over 1,000 to 5,000 kgs.	90.00
Over 5,000 kgs.	150.00

### CHAPTER III – PERMITS AND REGULATORY FEES

#### ARTICLE 1 – MAYOR'S PERMIT FEES FOR BUSINESS, OCCUPATIONS AND OTHER ACTIVITIES



SECTION 129– Imposition of Fees – The following permit fees shall be collected for the issuance of a permit by the City Mayor or his duly authorized deputies to operate a business, pursue an occupation or calling, or undertake an activity within the City.

A) On the Operation of business:

- 1) Dealers in fermented liquors, distilled spirits and/or wines, except for wine houses/cellars which shall be based on capitalization:

a) Wholesale dealers in foreign liquors	₱500.00
b) Retail dealers in foreign liquors	250.00
c) Wholesale dealers in domestic liquors	187.50
d) Retail dealers in domestic liquors	125.00
e) Wholesale dealers in fermented liquors	187.50
f) Retail dealers in fermented liquors	125.00
g) Wholesale dealers in vine liquors	125.00
h) Retail dealers in vine liquors	93.75
i) Retail dealers in tuba, basi and/or tapuy	62.50

- 2) Dealers in tobacco:

a) Retail leaf tobacco dealers	₱ 62.50
b) Wholesale leaf tobacco dealers	312.50
c) Retail tobacco dealers	93.50
d) Wholesale tobacco dealers	187.50

- 3) Owners or operations of amusement places/devices:

a) KTV Bar	₱4,375.00
b) Cocktail lounge, bars, disco houses, and other similar establishments	3,750.00
c) Dance halls or dancing pavilions	937.50
d) Social clubs/voluntary associations or organizations	937.50
e) Skating rinks	937.50
f) Bath houses, resorts, and the like per Establishments	937.50
g) Steam baths, spa and the like per establishments	4,375.00
h) Billiards halls, pool halls, per table	25.00
i) Bowling establishments	3,750.00
j) Circuses, carnivals, fun houses and the like	1,250.00
k) Merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries or similar contrivances and side show booths, per contrivance or booth	125.00
l) Theaters and cinemahouses:	
Air-conditioned	5,000.00
Non-air-conditioned	2,500.00
Itinerant operators	62.50/day
m) Boxing stadium, auditoriums, gymnasias, concert halls, or similar halls or establishments	3,750.00
n) Race track establishments	3,750.00
o) Pelota/tennis/squash courts, per court	62.50
p) Coliseum establishments	4,375.00
q) Off-track or off-fronton betting stations, per station	1,250.00
r) Amusement devices, per device	62.50



- 4) Financial institutions and/or lending institutions (pawnshops, banks, insurance companies, savings and loan associations, financial and/or lending investors), per establishments:

Main Office	₱5,000.00
Per Branch	2,500.00

- 5) Dealers in securities, including foreign exchange dealers 1,250.00

- 6) Educational life plan/memorial plan:

Principal Office	2,500.00
Per branch/agency	1,250.00
7) Subdivision operators	1,250.00
8) Private cemeteries/memorial parks	2,500.00
9) Boarding houses/lodging houses	250.00
10) Dancing schools/judo karate school/driving schools/speed reading/EDP, etc.	250.00
11) Nursery, vocational, and other schools not regulated by the DepEd	625.00
12) Driving ranges	625.00
13) Golf Links	1,250.00
14) Mini-golf Links	625.00
15) Polo Grounds	2,500.00
16) Private detective/security agencies:	
Principal Office	312.50
For every locality where security guards are posted	125.00

B) On other activities:

- 1) On delivery trucks or vans to be paid by the manufacturers, producers of and dealers in any product regardless of the number of trucks or vans ₱125.00
- 2) For maintaining window/display office 187.50
- 3) Promoters, sponsors or talent scouts 312.50
- 4) For holding stage shows or floor/fashion shows, payable by the operator 312.50

- 5) For maintaining an office, such as liaison office, administrative office and/or similar office, with an area as follows:

400 sq. m. or more	₱875.00
300 sq. m. or more but less than 400 sq. m.	750.00
200 sq. m. or more but less than 300 sq. m.	500.00
100 sq. m. or more but less than 200 sq. m.	375.00
50 sq. m. or more but less than 100 sq. m.	250.00
Less than 50 sq. meters	125.00

- 6) For operating private warehouse or bodega of wholesalers/retailers, importers and exporters except those which business is duly licensed in the locality where such bodega is located. 1,875.00
- 7) Cold Storage 312.50
- 8) Refrigerating cases 125.00
- 9) Lumberyards 375.00
- 10) Car exchange on consignment basis 937.50
- 11) Storage and sale of flammable or explosive substance 1,250.00
- 12) Peddlers 62.50
- 13) Signboards, billboards and other forms of advertisements 125.00
- House to house promotional sales, per salesman 12.50/day



14) Film shooting on location, per day	250.00
15) Gun Clubs	625.00
16) Judo-karate clubs	250.00
17) Candle or soap factory	
a) With machinery	1,875.00
b) W/out machinery	625.00
18) Manufacturer of paint, paste, ink dyes and other similar products	
a) With machinery	2,500.00
b) W/out machinery	1,250.00
19) Manufacturer of coconut oil and other kinds of edible oil	
a) With Machinery	3,750.00
b) W/out Machinery	1,250.00
20) Manufacturer of lard, boiling fat, butter sauce, sausages, hotdog, baloney and other kinds of similar products:	
a) With machinery	2,500.00
b) W/out machinery	1,000.00
21) Manufacturer of coffee or chocolate, candles, sweets, and other similar products:	
a) With machinery	1,875.00
b) W/out machinery	625.00
22) Ice cream or ice drop factory:	
a) With machinery	1,875.00
b) W/out machinery	625.00
23) Tanneries	3,125.00
24) Assaying Laboratories	625.00
25) Ice Factory	2,500.00
26) Manufacturer or Pharmaceutical Products:	
a) With machinery	2,500.00
b) W/out machinery	1,250.00
27) Manufacturer or perfumeries or lotion, hair tonics, hair pomades, lipstick, cosmetics and other similar products	
a) With machinery	2,500.00
b) W/out machinery	1,000.00
28) Manufacturer of batteries for motor vehicles, charging and re-charging of batteries	1,500.00
29) Manufacturer of neon lights	1,000.00
30) Carpentry, manufacture of wooden boxes:	
a) With machinery	1,875.00
b) W/out machinery	625.00
31) Manufacturer or Mattresses:	
a) With bed factory connection	1,875.00
b) W/out bed factory connection	1,250.00
32) Manufacturer and repair of shoes:	
a) With machinery	1,250.00
b) W/out machinery	437.50
33) Manufacture of shell and wooden furniture, all kinds	
a) With machinery	1,875.00
b) W/out machinery	937.50
34) Establishment for the construction and repair of bodies of motor vehicles/assembler of trucks, buses and heavy equipment	
a) With machinery installation	3,125.00
b) W/out machinery installation	1,875.00
c) Construction of body of light vehicles	625.00
35) Establishment for the repair of motor vehicles:	
a) With an area of more than 1,000 sq. m.	625.00





b) With an area of more than 500 sq. m but not exceeding 1,000 sq. meters	500.00
c) With an area of 500 sq. m. or less	250.00
36) Blacksmith shops:	
a) With machinery and forges	750.00
b) W/out machinery but with forges	500.00
37) Machine shops establishments for manufacturing or repairing parts of mechanical apparatus or engines or manufacturing any kind of articles made of brass, iron or other metals:	
a) With more than 10 lathes	1,875.00
b) With 7 to 10 lathes	1,250.00
c) With 4 to 6 lathes	937.50
d) With lathes not exceeding	625.00
e) W/out machinery	437.50
38) Repair shops for pianos, auto-pianos, radios, phonographs, typewriters, mimeographs and other similar apparatus:	
a) With machinery	500.00
b) W/out machinery	250.00
39) Foundries of iron bronze:	
a) Founding of 5 or more tons a day	1,875.00
b) Founding of less than 5 tons a day	1,250.00
40) Welding Shops	625.00
41) Lithographer, engraver or printer:	
a) With machinery	1,250.00
b) W/out machinery	625.00
42) Tinsmith:	
a) With machinery	1,250.00
b) W/out machinery	625.00
43) Photo engravers	937.50
44) Photo studios or establishment	437.50
45) Manufacture of matches	1,250.00
46) General repair of articles of Iron, Brass, etc.:	
a) With machinery	937.50
b) W/out machinery	625.00
47) Restaurant, panciterias, cafes, and cafeterias, carinderias, or any other public eating places:	
a) Restaurants or panciterias with more than 50 seating capacity	625.00
b) Restaurants or panciterias with less than 50 seating capacity	500.00
c) Cafes and cafeterias	375.00
d) Carinderia	250.00
48) Refreshment parlors:	
a) With 20 or more seating capacity	437.50
b) With less than 20 seating capacity	312.50
49) Hotels or motels:	
a) With 30 or more rooms	5,000.00
b) With 20 or more but less than 30 rooms	3,750.00
c) With 10 or more but less than 20 rooms	2,500.00
d) With less than 10 rooms	1,250.00
50) Manufacture of aerated water or softdrinks	3,750.00
51) Barber shops:	
a) With 20 or more chairs	375.00
b) With 10 or more but less than 20 chairs	312.50
c) With 5 to 9 chairs	250.00
d) With 4 or less chairs	187.50
52) Hardware store	1,250.00
53) Manufacture of bricks, tiles, hollow blocks and other	





similar products:	
a) Bricks and tiles	3,750.00
b) Culvert pipes up to 36" diameter	3,125.00
c) Hollow blocks, décor blocks, etc.	1,250.00
d) Hollow blocks only	625.00
54) Distillery, brewery or rectifier and compounder	5,000.00
55) Second hand store:	
a) Hardware and scrap, not spare parts	937.50
b) Furniture and household goods	625.00
56) Grocery Store	625.00
57) Dealers in machineries, automobiles, motor cars, trucks, jeeps, jeepneys, and all other kinds of motor vehicles, machineries or accessories and spare parts:	
a) Dealers in new motor vehicles and spare parts	1,875.00
b) Dealers in second hand motor vehicles and spare parts	1,250.00
58) Establishment for repair of motor vehicles	437.50
59) Bakeries:	
a) Those having 4 ovens or more	1,250.00
b) Those having 2 to 3 ovens	937.50
c) Those having one oven	625.00
d) Hot pan de sal	312.50
60) Undertakers:	
a) With embalming establishment and depositing corpses	1,250.00
b) Rendering funeral services only	937.50
61) Manufacture and sale of rattan chairs, etc.:	
a) With machinery	937.50
b) W/out machinery	625.00
62) Manufacture of mirror and art glassworks:	
a) With machinery	1,250.00
b) W/out machinery	625.00
63) Factory/Manufacturer of cards	1,250.00
64) Printing shops	625.00
65) Printing shops	625.00
66) Manufacturing of Bagoong	250.00
67) Laundry establishment using washing machines	3,152.00
68) Manufacture of eyeglasses:	
a) With machinery	937.50
b) W/out machinery	437.50
69) Manufacture of floor wax	
a) With machinery	1,875.00
b) W/out machinery	937.50
70) Manufacture of "mike", "bijon", "misua", and other kinds of similar products	1,250.00
71) Beauty parlors or shops	312.50
72) Repackers of wine and distilled spirits	1,250.00
73) General Merchandise:	
a) Located in the poblacion or in a shopping center/public market	437.50
b) Located outside the poblacion or shopping center/public market	250.00
74) Recapping (Tire Plant)/machine used	437.50
75) Manufacturer of rubber products :	
a) Rubber tires and tubes	3,750.00
b) V-belts and automotive houses	3,125.00
c) Rubber bushing and other similar products	1,250.00
76) Manufacture of plastic products (recycled)	1,250.00
77) Extraction and hauling of sand, gravel, and other quarry resources	1,250.00



78) Steel mill with smelting, struder and roller machine	5,000.00
79) Manufacturer of steel products with struder and rolling machine	
a) Manufacturer of steel bars with sizes of ½ diameter up and G.I pipes	3,750.00
b) Steel bars 3/8 in diameter below, c.w. nails, chicken wires, and other similar hardware items	3,125.00
80) Manufacturer of paper and cardboard:	
a) Manufacturer of paper and cardboard	3,750.00
b) Manufacturer of paper products such as school pad, notebook, bond paper, cardboard boxes and other similar products	2,312.00
81) Integrated textile mills	4,375.00
82) Manufacture of textile, knitting and dyeing	3,750.00
83) Textile finishing service (dyeing only)	3,312.50
84) Garment manufacture (RTW) and contractor:	
a) With more than 30 sewing machines	2,500.00
b) With 15-30 sewing machine	1,875.00
c) With less than 15 sewing machines	625.00
85) Vulcanizing, radiator repair shop, rewinding shop, battery repair and recharging	437.50
86) Manufacture of snack food:	
a) With machine	2,500.00
b) W/out machine	625.00
87) Nickel plating, chromium plating and anodizing services	1,250.00
88) Manufacturer of aluminium products	2,500.00
89) Sawmill	3,750.00
90) Kiln drying plant	2,500.00
91) Manufacturer of automotive accessories	937.50
92) Manufacturer of canned goods:	
a) With 3 or more steam cookers	3,750.00
b) With less than 3 steam cookers	1,875.00
93) Manufacturer of home appliances:	
a) T.V., Betamax, air-conditioner and refrigerators	3,750.00
b) Radio clock, electric fan, etc.	3,125.00
94) Manufacturer of stainless and kitchenware	3,125.00
95) Feed mill, bone mill, fishmeal, corn and rice mill:	
Capacity: a) More than 100 cavan/day	3,125.00
b) Less than 100 cavan/day	1,250.00
96) Manufacturer of plastic:	
a) With more than 2 extruder machine	4,375.00
b) With one extruder machine	3,125.00
c) With more than 3 injection machine	3,125.00
d) With less than 2 injection machine	2,500.00
e) With crusher and extruder machine	2,500.00
f) With more than 3 extrusion blower	3,125.00
g) With less than 2 extrusion machine	2,500.00
97) Wholesale lumber dealer:	
a) With machine	2,500.00
b) W/out machine	1,250.00
98) Apartments (for lease):	
a) Ten (10) doors up	937.50
b) Five (5) to nine (9) doors	625.00
c) With less than five (5) doors	250.00
99) Dormitories/Boarding house	
a) 21 beds up	450.00
b) 10 to 20 beds	375.00
c) With less than 10 beds	250.00
100) Medical/Dental clinics	312.50



101)	Animal Clinic	250.00
102)	Private Hospital:	
a)	More than 21 beds	1,250.00
b)	12 to 20 beds	937.50
c)	With less than 12 beds	625.00
103)	On owners, operators, or maintainers of gasoline service/filling stations:	
a)	With an area of 1,500 sq. m. or more and/or with not less than seven (7) dispensing pumps	10,000.00
b)	With an area of 1,000 sq. m. but not more than 1,500 sq. m. and with five (5) or six (6) dispensing pumps	7,500.00
c)	With an area of less than 1,000 sq. m. and four (4) dispensing pumps	5,000.00
d)	Curb pumps and filling pumps	2,500.00

The gross receipts of services rendered such as oil change, greasing, washing and other similar services shall be subject to the graduated tax on contractors. In this connection, service station operators shall submit quarterly gross receipts on services rendered, and failure to do so shall subject the owner or operator or responsible officer, if a corporation, to a fine of One Thousand Pesos (₱1,000.00) for the first offense and a fine of not more than Five Thousand Pesos (₱5,000.00) or six months imprisonment on subsequent offenses.

C) All other business not specifically mentioned:

<u>WITH CAPITAL INVESTMENT</u>		<u>ANNUAL FEE</u>
Less than ₱3,000.00		₱50.00
₱3,000	or more but less than	₱10,000
10,000	or more but less than	50,000
50,000	or more but less than	100,000
100,000	or more but less than	200,000
200,000	or more but less than	300,000
300,000	or more but less than	400,000
400,000	or more but less than	500,000
500,000	or more but less than	600,000
600,000	or more but less than	700,000
700,000	or more but less than	800,000
800,000	or more but less than	900,000
900,000	or more but less than	1,000,000
1,000,000	To	1,000,000
Over 10,000,000		10,000,000
		6,000.00

Provided, that on businesses with principal offices maintaining or operating branch on sales offices, the following permit fees per branch shall be imposed:

Provided, that on businesses with principal offices maintaining or operating branch on sales offices, the following permit fees per branch shall be imposed:

W/ Capital of	Principal office w/in the same locality	Principal office is outside the locality
₱10M or Over	₱1,000.00 per branch per business activity	₱2,000.00 per branch per business activity
₱1M or over but less than ₱10M	₱500.00 per branch per business activity	₱1,000.00 per branch per business activity
Below ₱1 Million	₱300.00 per branch per business activity	₱500.00 per branch per business activity



## ARTICLE 4 - SERVICE FEE FOR GARBAGE COLLECTION

SECTION 254 – Rate of Charges – except as otherwise provided herein, garbage service charges shall be collected quarterly from every person (natural or juridical engaged in business, occupation or calling or any undertaking in the city in accordance with the following schedule:

Schedule A – Aircraft and Water Companies	
1) Main Office	1,500.00
2) For every branch office	750.00
Schedule B – Amusement Places	
1) of the customer peer contrivance. Amusement centers and establishments with coin-operated machines, appliances, amusement rides and shooting galleries, side shows booths and other similar establishments with contrivances for the amusement of the customers per contrivance.	37.50
2) Billiard and/or pool halls, table	37.50
3) Bowling establishments:	
a) Automatic, per lane	45.00
b) Non-automatic, per lane	37.50
4) Casinos	1,500.00
5) Circuses, carnivals and the like	750.00
6) Cockpits	900.00
7) Gymnasiums	150.00
8) Membership clubs, association or organizations:	
a) Serving food, drinks and lodging facilities	600.00
b) Serving food, drinks without lodging facilities	300.00
9) Night/day clubs, discos, cocktail lounge, or bars, beer gardens, karaoke or sing-alongs, cabaret or dance halls	750.00
10) Resorts or other similar establishments	375.00
11) Sauna baths and massage clinics, per cubicle	37.50
12) Skating	375.00
13) Stadia, sport complexes	375.00
14) Theaters or cinema house with seating capacity of:	
a) More than 2,000 persons	750.00
b) 500 to 2,000 persons	600.00
c) Less than 500 persons	450.00
15) Pelota courts, tennis courts and other similar nature	75.00
Schedule C - Electric and Power Companies	
1) Main Office or each power plant	₱3,750.00
2) Every branch office thereof	1,500.00
Schedule D – Financial Institutions	
1) Banks	
a) Commercial banks (main office)	1,125.00
Every branch thereof	600.00
b) Savings Bank (main office)	900.00
Every branch thereof	300.00
c) Rural Banks	300.00
2) Savings and Loan associations, Insurance Companies, Pawnshops:	
Main Office	750.00
Every Branch thereof	375.00
3) Financial and/ or lending investors establishments, money shops:	
a) Main Office	750.00



Every Branch thereof	375.00
b) Authorized dealer in foreign currencies and stock broker	375.00
Schedule F - Private Hospital and Medical Clinics with Bed Capacity for:	
1) more than 500 persons	₱ 750.00
2) 301 to 500 persons	630.00
3) 151 to 300 persons	540.00
4) 101 to 150 persons	450.00
5) 76 to 100 persons	450.00
6) 51 to 75 persons	450.00
7) 25 to 50 persons	450.00
8) Less than 25 persons	450.00
9) Animal hospitals and other	150.00
Schedule G - Hotels, Motels, Apartels, Pension Inns, Drive Inns, Boarding Houses, Lodging Houses, Dormitories, Dwellings, and Other Spaces for Lease or Rent:	
1) Hotels	
a) Five Star, per room:	
1) Single Bed	₱ 15.00
2) Double Bed	22.50
3) Suite	30.00
b) Four Star, per room:	
1) Single Bed	15.00
2) Double Bed	22.50
3) Suite	30.00
c) Three Star, per room:	
1) Single Bed	7.50
2) Double Bed	15.00
3) Suite	22.50
2) Motels and Drive Inns, per room	37.50
3) Hotels, Apartel, Pension Inns:	
a) With air-conditioner, per room:	
1) Single Bed	30.00
2) Double Bed	30.00
b) Without air-conditioner, per room	
1) Single Bed	15.00
2) Double Bed	15.00
4) Boarding houses, lodging houses, dormitories, bed spaces (bed capacity) per bed	7.50
Schedule H - Institutions of Learning	
1) Private Universities, Colleges, schools, and educational or vocational institutions base on the total semestral enrollment as follows:	
a) 50,000 students or more	1,500.00
b) 30,000 or more but less than 50,000 students	1,200.00
c) 20,000 or more but less than 30,000 students	1,125.00
d) 10,000 or more but less than 20,000 students	750.00
e) 5,000 or more but less than 10,000 students	600.00
f) 1,000 or more but less than 5,000 students	450.00
g) 300 or more but less than 1,000 students	225.00
h) below 300 students	225.00
Schedule I - Liquefied Petroleum Gas Dealer:	
1) Marketer	₱ 300.00
2) Dealer	150.00



Schedule J - Market Stallholders:	
1) Public Markets	
a) For each stall with 100 or more stallholders	₱ 37.50
b) For each stall with less than 100 stallholders	30.00
2) Private Markets:	
a) Each Stall	37.50
Schedule K - Media Facilities	
1) Newspaper, books or magazine publications	
a) Daily Newspaper	₱750.00
b) Weekly Magazines	375.00
c) Books and other Magazine publications	225.00
2) Radio Stations	375.00
3) TV Stations	750.00
Schedule L - Telegraph, Teletype, Cable and Wireless Communication Companies, Etc.	
1) Main Office	₱750.00
2) Every Station thereof	750.00
Schedule M - Telephone Companies:	
1) Main Office	₱3,000.00
2) Every Station thereof	1,500.00
Schedule N - Terminal Garage for Bus, Taxi and other Public Utility Vehicles except those used for Home Garage:	
1) With an area of 1,000 sq. m. or more	₱750.00
2) With an area of 700 or more but less than 1,000 sq. m.	600.00
3) With an area of 500 or more but less than 700 sq. m.	450.00
4) With an area of 300 or more but less than 500 sq. m.	300.00
5) With an area of less than 300 sq. m.	150.00
Schedule O - Peddlers, Ambulant Vendors, Except Delivery Van or Truck	₱37.50
Schedule P - Administration Offices, Display Offices and/or Offices of Professionals	₱75.00
Schedule Q - Film Shooting, Per Day	₱7.50
Schedule R - Private Warehouse or Bodega	₱375.00
Schedule S - All other business and other service agencies not specifically mentioned above will be based on the actual generated garbage and aggregate area of business establishments.	



4A. Business that generates below 3cu.m. of garbage weekly will be subject to the following schedule:

I. Manufacturers, producers and processors:

a) Factory with an aggregate area of:

1,000 sq. m. or more	₱ 2,250.00
500 or more but less than 1,000 sq. m.	1,500.00
200 or more but less than 500 sq. m.	1,125.00
100 or more but less than 200 sq. m.	900.00
50 or more but less than 100 sq. m.	675.00
25 or more but less than 50 sq. m.	375.00
Less than 25 sq. m.	150.00

c) Principal/Branch or Sales office with an aggregate area of:

	Factory is: Within the same locality Per Quarter	Outside the Locality Per Quarter
1,000 sq. m. or more	₱750.00	₱1,125.00
500 or more but less than 1,000 sq. m.	675.00	750.00
200 or more but less than 500 sq. m.	450.00	525.00
100 or more but less than 200 sq. m.	375.00	450.00
50 or more but less than 100 sq. m.	225.00	300.00
25 or more but less than 50 sq. m.	75.00	150.00
Less than 25 sq. m.	37.50	75.00

II. Exporters/Importers ₱ 750.00

III. Brewers, Distillers, Compounders and Public Eating Places with an aggregate area of:

1,000 sq. m. or more	₱ 2,250.00
500 or more but less than 1,000 sq. m.	1,500.00
200 or more but less than 500 sq. m.	1,125.00
100 or more but less than 200 sq. m.	900.00
50 or more but less than 100 sq. m.	675.00
25 or more but less than 50 sq. m.	375.00
Less than 25 sq. m.	150.00
Carinderia	75.00

IV. Owners or Operators of Business Establishments Rendering Services:

a) Business Offices of General Contractors (Building Specialty Engineering) Manpower service/employment agencies, private detective agencies, advertising agencies with an aggregate area of

1,000 sq. m. or more	₱ 1,500.00
500 or more but less than 1,000 sq. m.	1,125.00
200 or more but less than 500 sq. m.	900.00
100 or more but less than 200 sq. m.	675.00
50 or more but less than 100 sq. m.	375.00
25 or more but less than 50 sq. m.	150.00





Less than 25 sq. m	75.00
b) Other contractors/business establishments engaged in rendering services, printers and publishers with an aggregate area of:	
1,000 sq. m. or more	₱2,250.00
500 or more but less than 1,000 sq. m.	1,500.00
200 or more but less than 500 sq. m.	1,125.00
100 or more but less than 200 sq. m.	825.00
50 or more but less than 100 sq. m.	600.00
25 or more but less than 50 sq. m.	225.00
Less than 25 sq. m	75.00
V. Independent Wholesalers, Dealers, Distributors, Repackers, and Retailers With an Aggregate are of:	
1,000 sq. m. or more	₱1,500.00
500 or more but less than 1,000 sq. m.	1,050.00
200 or more but less than 500 sq. m.	750.00
100 or more but less than 200 sq. m.	450.00
50 or more but less than 100 sq. m.	225.00
25 or more but less than 50 sq. m.	150.00
Less than 25 sq. m	75.00

B. Business stated in Schedule S that generates more than 3 cu.m. of garbage weekly will be charged base of the following:

1. In excess of 3 cu.m. of weekly generated garbage, additional charges of P 200.00 per cu.m. will be collected;
2. Or may avail the special garbage collection per truck according to the following schedule:  
P 3,000.00 for ten wheeler dump truck (w/ cargo capacity of 15 cu.m.)  
P1,600.00 for six wheeler mini-dump truck (w/ cargo capacity of 8cu.m.)  
P1,400.00 for six wheeler mini-dump truck (w/ cargo capacity of 7cu.m.)

C. Businesses that have their own garbage hauling service will pay their garbage fee according to the aggregate area of their business establishments.

SECTION 255 - Garbage Service Charges for Multiple Businesses - Where there are two or more kinds of businesses subject to the garbage charges, conducted in the same place or establishment by the same owner or operator, the charge to be collected shall be that which has the highest rate among the businesses concerned plus twenty-five (25%) percent thereof, provided that the total garbage fee shall not exceed Nine Thousand (₱ 9,000.00) Pesos per annum.

## 5. Online Application for Business Permit (New)

A Business License and Permit is issued by the City Business Permits & Licensing Office that allow individuals or companies to conduct business within the geographical jurisdiction of Navotas. It is the authorization/permit to start a business. It regulates safety, structure and appearance of the business community. It is a proof that the business follows certain laws and ordinances related to the operation of business. Since the pandemic continues to exist, the era of Online Business Permit Application continues to minimize the face-to-face interaction between Frontline Service Providers and Taxpayers which prevents both end from contracting COVID-19. The same constitutes time-efficiency, convenience and familiarize our taxpayers in present technology and system.

<b>Office or Division:</b>	City Business Permits and Licensing Office (CBPLO)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B-Government to Business Entity



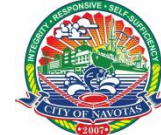


<b>Who may avail:</b>	All qualified business applicants who want to establish business in Navotas City	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<b>Pre-Documentary Requirements -</b> (acceptable format: jpeg)		
-Unified Application Form/Online Application Form	eBPLS – <a href="https://online.navotas.gov.ph">https://online.navotas.gov.ph</a>	
<b>For Sole Proprietorship:</b>		
-DTI Registration	Negosyo Center – (can secure online)	
<b>For partnership or corporation:</b>		
-SEC Registration (1 original)	Security & Exchange Commission, SEC Registration Division (can secure online)	
-Clear Copy of Picture of Business Establishment (inside and outside of the establishment) 1 original	Business Owner	
-Clear Copy of Business Location Map/Sketch (1 original)	Business Owner	
-Occupancy Permit, for newly constructed buildings/structures (1 original)	BOSS-City Building Official-Front Desk	
<b>If the place of business is not leased by the applicant but permitted by the owner to use the premises:</b>		
-Notarized Affidavit of Consent to Use the Property/Premises/Place from the registered owner (1 original)	Owner of Property	
<b>If the place of business is a government property.</b>		
-Affidavit of Waiver stating that in case the property is needed by the government, the applicant shall voluntarily vacate the place in favor of the government, and the business permit issued to them shall be revoked and cannot be used as claimed or proof of ownership over the property. (1 certified photocopy)	Business Owner/Notary Public	
-Certification from the Zoning Administrator that the Business is not Conforming with the Zoning Ordinance, if the place of business a government property. (1 original)	BOSS-City Planning & Development Office - Online	
<b>If the place of business is owned by the applicant:</b>		
-Proof of ownership (1 certified photocopy)	Business Owner	
<b>If the place of business is rented:</b>		
-Lease Contract and proof of ownership of the lessor, (1 certified photocopy)	Lessor of the Property	
<b>Upon Processing</b>		
-Barangay Business Clearance (1 original)	eBPLS – Business Permits and Licensing Office	

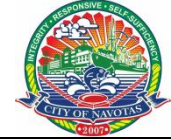


(online)
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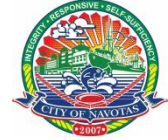
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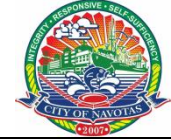
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Online Registration –</p> <p>For first times user, create and save account information through the eBPLS at <a href="https://online.navotas.gov.ph">https://online.navotas.gov.ph</a>. Upon successful account registration, received a confirmation message to the declared email address and/or mobile number. <i>For regular user, login to the existing account.</i></p> <p>Using the registered eBPLS account, apply for a new business permit online. Declare the information based on the Unified Form required under RA 11032, fill-out the necessary fields in the unified application form and submit/upload all pre-documentary requirements through the eBPLS (<i>acceptable format: jpeg</i>) in support of the application for business permit as required under the CO No. 2017-05 as amended by CO No. 2018-21.</p>	Evaluate and verify the uploaded documents if the application is compliant to Comprehensive Land Use Plan (CLUP) and/or Zoning Ordinance of the City of Navotas. (Uploaded documents/requirements must be of good quality), If compliant, approved for Locational Clearance	None	7 minutes	Frontline Service Provider City Planning and Development Office
	Verify if compliant to the National Building Code of the Philippines, Revenue Code of Navotas City, and other pertinent laws/regulations. If compliant, approved the application	None	2 minutes	Frontline Service Provider Office of the Building Official
	Evaluate and verify the completeness/ correctness of the submitted document. If compliant, approved the application for new business permit	None	7 minutes	Assessment Clerk and the BPLO Chief of the City Business Permits and Licensing Office
	Conduct one- time assessment of business taxes, fees,	None	4 minutes	Assessment Clerk



	charges including the Barangay Business Clearance Fee, Fire Safety Inspection Fee. If assessed, send notification to proceed payment and an electronic order of payment to the applicant's declared email address and mobile number			City Business Permits and Licensing Office
2. Pay the corresponding taxes, fees and charges through the available online/electronic payment platforms, or through its assigned depository accounts.	None	Based on the Revenue Code of Navotas		Landbank/Of Bank ATM Card  Asia United Bank via BancNet  BPI Direct BanKo via BancNet  BPI via PCHC Paygate  CTBC Bank via BancNet  City Savings Bank via BancNet  DBP via BancNet  Enterprise Bank via BancNet  Entrepreneur Bank via BancNet  City Equicom Savings Bank via BancNet  Luzon Dev't. Bank via BancNet  MASS SPECC via BancNet  Malayan Bank via BancNet  PBCom via BancNet



				Philippine Business Bank via BancNet
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				Philtrust Bank via BancNet  RCBC via PCHC Paygate  Robinsons Bank via PCHC Paygate  Sterling Bank via BancNet  Sun Savings Bank via BancNet  Union Bank via PCHC Paygate
3. Print/Release the Business Permit & License  Note: Once the applicant pays the corresponding business taxes an electronic copy of Business/Permits shall be available for viewing and printing via the applicant's eBPLS account.  In case the applicant needs an original or certified true copy/signed business permit/license, the applicant shall be required to go physically to the Business One Stop Shop (BOSS) to obtain the same, provided that the necessary certification/secretary's fee is paid and settled.	None	None		
Total		Based on the Revenue Code of Navotas	20 minutes	

**Note:** Application shall be processed if it is complete (Rule VII, Section 2.b of the JMC No. 2019-001, Series of 2019-IRR of RA No. 11032-Ease of Doing Business & Efficient Government Service Delivery). Processing time may vary and may depends on the speed of internet connection and the size of the attached files. Uploaded documents must be of good quality.



## 6. Online Application for Business Permit (Renewal)

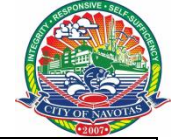
A Business License and Permit is issued by the City Business Permits & Licensing Office that allow individuals or companies to conduct business within the geographical jurisdiction of Navotas. It is the authorization/permit to start a business. It regulates safety, structure and appearance of the business community. It is a proof that the business follows certain laws and ordinances related to the operation of business. **Renewal must be done annually (on or before January 20).**

<b>Office or Division:</b>	City Business Permits and Licensing Office (CBPLO)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2B – Government to Business		
<b>Who may avail:</b>	All registered business in Navotas City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Pre-Documentary Requirements -</b> <b>(acceptable format: jpeg)</b>			
-Unified Application Form/Online Application Form		eBPLS – <a href="https://online.navotas.gov.ph">https://online.navotas.gov.ph</a>	
Locational Clearance (1 certified photocopy)		BOSS – City Planning & Development Office – Front Desk	
<b>For Sole Proprietorship:</b>			
-DTI Registration (1 certified photocopy)		Negosyo Center – Front Desk	
<b>For partnership or corporation:</b>			
-SEC Registration (1 certified photocopy)		Security & Exchange Commission, SEC Registration Division – Front Desk	
<b>If the place of business is owned by the applicant:</b>			
-Proof of ownership (1 certified photocopy)		Business Owner	
<b>If the place of business is rented:</b>			
-Lease Contract and proof of ownership of the lessor, (1 certified photocopy)		Lessor of the Property	
<b>If the place of business is not leased by the applicant but permitted by the owner to use the premises:</b>			
-Notarized Affidavit of Consent to Use the Property/Premises/Place from the registered owner (1 certified photocopy)		Owner of Property	
<b>If the place of business is a government property.</b>			
-Affidavit of Waiver stating that in case the property is needed by the government, the applicant shall voluntarily vacate the place in favor of the government, and the business permit issued to them shall be revoked and cannot be used as claimed or proof of ownership over the property. (1 certified photocopy)		Business Owner	



-Certification from the Zoning Administrator that the Business is not Conforming with the Zoning Ordinance, if the place of business a government property. (1 original)	BOSS – City Planning & Development Office – Front Desk
-Audited Financial Statement (1 certified photocopy)	Business Owner
-Latest Annual Income Tax Return (ITR) duly received by the Bureau of Internal Revenue (BIR).  a. BIR Form No. 1700; and/or b. BIR Form No. 1701; and/or c. BIR Form No. 1702-EX; and/or d. BIR Form No. 1702-MX; and/or BIR Form No. 1702-RT (1 certified photocopy)	Bureau of Internal Revenue/Business Owner
Monthly/Quarterly Returns.  <b>- Income Tax Returns</b> a. BIR Form No. 1701Q; and/or b. BIR Form No. 1702Q; and/or  <b>- Value-Added Tax (VAT) Returns.</b> c. BIR Form No. 2550Q; and/or d. BIR Form No. 2550M; and/or  <b>- Percentage Tax Returns</b> e. BIR Form No. 2551Q; and/or f. BIR Form No. 2551M  (1 certified photocopy)  This does not apply for businesses with gross receipts below P150,000	Bureau of Internal Revenue/Business Owner
<b>If the business has not been registered with the BIR:</b>	
Affidavit stating that the business has not been registered with the BIR. This affidavit will be applicable only for the 1 <sup>st</sup> year of operation of any business with gross receipts of above P150,000.00 (1 original)	Notary Public/Business Owner

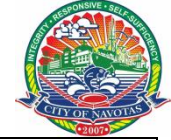




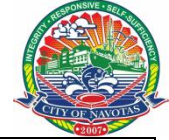
In case of consolidated Financial Statement and/or Annual Income Tax Returns:				
-Notarized certification of gross receipts (1 certified photocopy)		Notary Public/Business Owner		
If the place of business has been transferred				
-Clear Copy of Picture of Business Establishment ( <i>inside and outside of the establishment</i> ) ( <b>OPTIONAL</b> ) (1 original) -Clear Copy of Business Location Map/Sketch ( <i>inside and outside of the establishment</i> ) (1 original)		Business Owner		
Other requirements as per line of business.				
-Previous year's Locational Clearance (1 photocopy)		Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Online Registration –</p> <p>For first time user, create and save account information through the eBPLS at <a href="https://online.navotas.gov.ph">https://online.navotas.gov.ph</a>. Upon successful account registration, received a confirmation message to the declared email address and/or mobile number. For regular user, login to the existing account.</p> <p>Using the registered eBPLS account, apply for a new business permit online. Declare the information based on the Unified Form required under RA 11032, fill-out the necessary fields in the unified application form and submit/upload all pre-documentary requirements through the eBPLS (acceptable format:</p>	<p>Evaluate and verify the uploaded documents if the application is compliant to Comprehensive Land Use Plan (CLUP) and/or Zoning Ordinance of the City of Navotas. (Uploaded documents/requirements must be of good quality),</p>	<p>None</p>	<p>7 minutes</p>	<p>Frontline Service Provider City Planning and Development Office</p>



jpeg) in support of the application for business permit as required under the CO No. 2017-05 as amended by CO No. 2018-21.	If compliant, approved for Locational Clearance.	None	2 minutes	Frontline Service Provider Office of the Building Official
	Verify if compliant to the National Building Code of the Philippines, Revenue Code of Navotas City, and other pertinent laws/regulations. If compliant, approved the application.	None	7 minutes	Assessment Clerk and the BPLO Chief of the City Business Permits and Licensing Office
	Evaluate and verify the completeness/ correctness of the submitted document. If compliant, approved the application for new business permit.	None	4 minutes	Assessment Clerk City Business Permits and Licensing Office
2. Pay the corresponding taxes, fees and charges through the available online/electronic payment platforms, or through its assigned depository accounts.	None	Based on the Revenue Code of Navotas		Landbank/Of Bank ATM Card  Asia United Bank via BancNet  BPI Direct Bank via BancNet  BPI via PCHC



				<div>Paygate</div> <div>CTBC Bank via BancNet</div> <div>City Savings Bank via BancNet</div> <div>DBP via BancNet</div> <div>Enterprise Bank via BancNet</div> <div>Entrepreneur</div> <div>Bank via BancNet</div> <div>City Equicom</div> <div>Savings Bank via BancNet</div> <div>Luzon Dev't. Bank via BancNet</div> <div>MASS SPECC via BancNet</div> <div>Malayan Bank via BancNet</div> <div>PBCom via BancNet</div> <div>Philippine Business Bank via BancNet</div> <div>Philtrust Bank via BancNet</div> <div>RCBC via PCHC Paygate</div> <div>Robinsons Bank via PCHC Paygate</div> <div>Sterling Bank via BancNet</div> <div>Sun Savings Bank via BancNet</div> <div>Union Bank via PCHC Paygate</div>
3. Print/Release the Business Permit &	None	None		



<p>License</p> <p>Note: Once the applicant pays the corresponding business taxes an electronic copy of Business/Permits shall be available for viewing and printing via the applicant's eBPLS account.</p> <p>In case the applicant needs an original or certified true copy/signed business permit/license, the applicant shall be required to go physically to the Business One Stop Shop (BOSS) to obtain the same, provided that the necessary certification/secretary's fee is paid and settled.</p>				
	Total	Based on the Revenue Code of Navotas	20 minutes	

**Note:** Application shall be processed if it is complete (Rule VII, Section 2.b of the JMC No. 2019-001, Series of 2019-IRR of RA No. 11032- Ease of Doing Business & Efficient Government Service Delivery). Processing time may vary and may depends on the speed of internet connection and the size of the attached files. Uploaded documents must be of good quality



## **City Civil Registrar's Office (CCRO)**

### **External Services**



## 1. APPLICATION OF SUPPLEMENTAL REPORT

This is used to supply entries or information in the birth, marriage and death certificate which are inadvertently omitted when the document was registered.

<b>Office or Division</b>	City Civil Registrar's Office (CCRO)			
<b>Classification</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All persons born in Navotas, got married in Navotas and died in Navotas.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>If Birth Certificate:</b>		Father and Mother of the child		
PSA Copy of Birth Certificate (1 original, 1 photocopy)		Philippine Statistics Office (PSA) – Civil Registration and Services Division		
<b>If Marriage Certificate:</b>				
PSA Copy of Marriage Certificate (1 original, 1 photocopy)		Philippine Statistics Office (PSA) – Civil Registration and Services Division		
<b>If Death Certificate:</b>				
PSA Copy of Death Certificate (1 original, 1 photocopy)		Philippine Statistics Office (PSA) – Civil Registration and Services Division		
Baptismal Certificate (1 original)		Church where the applicant was baptized		
Voter's Affidavit (1 original)		Commission of Election – Voter's Registration Division		
Affidavit of Supplemental Report (2 original, 1 photocopy)		Notary Public		
Valid ID (1 original)		Father and Mother of the applicant		
Accomplished Verification Slip (1 original)		City Civil Registry Office – Window 2 for Birth, Window 3 for Death, Window 4 for Marriage		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents and the Accomplished Verification Slip to CCRO (Window 2 for Birth, Window 3 for Death, Window 4 for Marriage)	1. Receive the required documents and check for completeness	None	15 Minutes	Assistant Registration Officer CCRO
	1.1 If complete, verify/ check the veracity of the submitted documents	None		
	1.1.2 Advise the client to return after two (2) working days	None		



2. Return to City Registrar's Office after two (2) working days and receive the Order of Payment <b>To be discussed w/ LCR</b>	2. Issue the Order of Payment and advise to pay at the City Treasurer's Office (CTO)	None	5 Minutes	Assistant Registration Officer CCRO
3. Pay the required fee based on the Order of Payment at CTO  * Make sure to secure the Official Receipt that will be issued	3. Accept payment based on the Order of Payment and issue the Official Receipt	Registration fee of supplementary report/ documents as additional data – PHP 200.00	10 Minutes	Cashier CTO
4. Return to CCRO and submit the Official Receipt  4.1 Receive the Claiming Stub, and return after three (3) working days.	4. Accept and check the Official Receipt  4.1 Issue the Claiming Stub, and advise the client to return after three (3) working days	None  None	3 Minutes	Assistant Registration Officer CCRO
5. Return to CCRO after three (3) working days and receive the Annotated Civil Registry Document	5. Release the Annotated Civil Registry Document and ask the client to sign in the logbook.	None	2 Minutes	Civil Registry Clerk/ Administrative Assistant CCRO
<b>TOTAL:</b>		<b>PHP 200.00</b>	<b>5 Days, 35 Minutes</b>	

## 2. ISSUANCE OF CERTIFIED PHOTOCOPY OF BIRTH CERTIFICATE

The Certified Photocopy of the Birth Certificate is issued to individuals needing this document for passport application, job seekers, securing licenses and others.

<b>Office or Division</b>	City Civil Registrar's Office (CCRO)
<b>Classification</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All persons born in Navotas
<b>CHECKLIST OF REQUIREMENTS</b>	
Valid ID (1 original, 1 photocopy)	<b>WHERE TO SECURE</b> Document Owner/Client



Personal Copy of Birth Certificate (1 photocopy)		Document Owner/Client/ City Civil Registry Office – Window 2		
Baptismal Certificate (1 original)		Church where the client was baptized		
Accomplished Verification Slip (1 original)		City Civil Registry Office – Window 2		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents and the Accomplished Verification Slip to CCRO-Window 2  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness	None	10 Minutes	Civil Registry Clerk/ Administrative Assistant CCRO
	1.1 If complete, verify the requested record.	None		
	1.1.1 If the requested record is available, issue the Order of Payment and advise the client to pay the required fees at City Treasurer's Office (CTO)	None		
2. Pay the required fee based on the order of payment at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Verification fee – PHP 60.00  Certified Photocopy of Birth Certificate fee – PHP 60.00	10 Minutes	Cashier CTO
3. Return to CCRO – Window 2 and submit the Official Receipt  3.1 Receive the	3. Check the Official Receipt, photocopy the Birth Certificate and record the document  3.1 Release the	None  None	5 Minutes	Civil Registry Clerk/ Administrative Assistant CCRO





Certified Photocopy of Birth Certificate.	Certified Photocopy of Birth Certificate.			
	<b>TOTAL:</b>	<b>PHP 120.00</b>	<b>25 Minutes</b>	

### 3. ISSUANCE OF CERTIFIED PHOTOCOPY OF BIRTH CERTIFICATE – FOUNDLING

The Certified Photocopy of Birth Certificate – Foundling is issued to individual needing this document for adoption and Court Litigation.

<b>Office or Division</b>	City Civil Registrar's Office (CCRO)			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All persons born in Navotas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid ID (1 original, 1 photocopy)		Document Owner/Client		
Personal Copy of Birth Certificate (1 photocopy)		Document Owner/Client/ City Civil Registry Office – Window 2		
Baptismal Certificate (1 original)		Church where the client was baptized		
Accomplished Verification Slip (1 original)		City Civil Registry Office – Window 2		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents and the Accomplished Verification Slip to CCRO-Window 2  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness	None	10 Minutes	Civil Registry Clerk/ Administrative Assistant CCRO
	1.1 If complete, verify the requested record.	None		
	1.1.1 If the requested record is available, issue the Order of Payment and advise the client to pay the required	None		



	fees at City Treasurer's Office (CTO)			
2. Pay the required fee based on the order of payment at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Verification fee – PHP 60.00  Certified Photocopy of Birth Certificate-Foundling fee – PHP 60.00	10 Minutes	Cashier CTO
3. Return to CCRO – Window 2 and submit the Official Receipt  3.1 Receive the Certified Photocopy of Birth Certificate-Foundling.	3. Check the Official Receipt, photocopy the Birth Certificate-Foundling and record the document  3.1 Release the Certified Photocopy of Birth Certificate-Foundling.	None  None	5 Minutes	Civil Registry Clerk/ Administrative Assistant CCRO
<b>TOTAL:</b>		<b>PHP 120.00</b>	<b>25 Minutes</b>	



#### 4. ISSUANCE OF CERTIFIED PHOTOCOPY OF DEATH CERTIFICATE

The Certified Photocopy of the Death Certificate is issued to individuals needing this document for burial, claims and others.

<b>Office or Division</b>	City Civil Registrar's Office (CCRO)			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Next of kin whose family members died in Navotas.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid ID (1 original, 1 photocopy)		Document Owner/Client		
Personal Copy of Death Certificate (3 <sup>rd</sup> or 4 <sup>th</sup> copy)		Document Owner/Client/City Civil Registry Office – Window 3		
Accomplished Verification Slip (1 original)		City Civil Registry Office – Window 3		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents and the Accomplished Verification Slip to CCRO – Window 3  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness	None	10 Minutes	<i>Assistant Registration Officer</i> CCRO
	1.1 If complete, verify the requested record.	None		
	1.1.1 If the requested record is available, issue the Order of Payment and advise the client to pay the required fees at City Treasurer's Office (CTO)	None		<i>Civil Registry Clerk</i> CCRO
2. Pay the required fee based on the order of payment at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Verification fee – PHP 60.00  Certified Photocopy of Death Certificate fee –	10 Minutes	<i>Cashier</i> CTO



upon payment		PHP 60.00		
3. Return to CCRO – Window 3 and submit the Official Receipt	3. Check the Official Receipt, photocopy the Death Certificate and record the document	None	5 Minutes	<i>Assistant Registration Officer CCRO</i>
3.1 Receive the Certified Photocopy of Death Certificate.	3.1 Release the Certified Photocopy of Death Certificate.	None		<i>Civil Registry Clerk CCRO</i>
<b>TOTAL:</b>		<b>PHP 120.00</b>	<b>25 Minutes</b>	



## 5. ISSUANCE OF CERTIFIED PHOTOCOPY OF MARRIAGE CERTIFICATE

The Certified Photocopy of the Marriage Certificate is issued to individuals needing this document.

<b>Office or Division</b>	City Civil Registrar's Office (CCRO)			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All persons born in Navotas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid ID (1 original, 1 photocopy)		Document Owner/Client		
Personal Copy of Marriage Certificate (1 photocopy)		Document Owner/Client/City Civil Registry Office – Window 4		
Accomplished Verification Slip (1 original)		City Civil Registry Office – Window 4		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents and the Accomplished Verification Slip to CCRO – Window 4  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness	None	10 Minutes	<i>Administrative Assistant I</i> CCRO
	1.1 If complete, verify the requested record.	None		<i>Administrative Assistant</i> CCRO
	1.1.1 If the requested record is available, issue the order of payment and advise the client to pay the required fees at City Treasurer's Office (CTO)	None		
2. Pay the required fee based on the Order of Payment at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Verificaion fee – PHP 60.00  Certified Photocopy of Marriage Certificate fee –	10 Minutes	<i>Cashier</i> CTO



upon payment		PHP 60.00		
3. Return to CCRO – Window 4 and submit the Official Receipt	3. Check the Official Receipt, photocopy the Marriage Certificate and record the document	None	5 Minutes	Civil Registry Clerk CCRO
3.1 Receive the Certified Photocopy of Marriage Certificate.	3.1 Release the Certified Photocopy of Marriage Certificate.	None		
<b>TOTAL:</b>		<b>PHP 120.00</b>	<b>25 Minutes</b>	

## 6. REGISTRATION OF DEATH

Registration of death shall be made in the office of the City Civil Registrar from the city where the death occurred within thirty (30) days from the time of death. (Sec. 5, P.D. 651)

<b>Office or Division</b>	City Civil Registrar's Office (CCRO)			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Next of kin whose family members died in Navotas.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplished Death Certificate (1 original)		Servicing Funeral Parlor – Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the duly accomplished Death Certificate to CCRO – Window 3	1. Accept and verify the veracity of the submitted document	None	10 Minutes	Assistant Registration Officer CCRO
* Make sure to secure the Order of Payment that will be issued	1.1 Upon verification, issue Order of Payment and advise the client to pay at City Treasurer's	None		Civil Registry Clerk CCRO



	Office			
<p>2. Pay the required fee based on the order of payment at CTO – Window 5 or 6</p> <p>* Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the Order of Payment</p> <p>2.1 Issue the Official Receipt</p>	<p>* Died and interred in Navotas - Registration fee – PHP 100.00 Burial fee – PHP 100.00 Embalming fee – PHP 100.00</p> <p>*Died in Navotas but interred outside Navotas - Registration fee – PHP 100.00</p> <p>*Died outside Navotas but interred in Navotas - Entrance fee – PHP 500.00 Burial fee – PHP 100.00 Embalming fee – PHP 100.00</p>	10 Minutes	Cashier CTO
3. Return to CCRO – Window 3 and submit the Official Receipt	3. Accept and check the Official Receipt	None	5 Minutes	Assistant Registration Officer CCRO



3.1 Receive the Certified Photocopy of Death Certificate.	3.1 Write the Burial Number in the Death Certificate.  3.2 Release the Certified Photocopy of Death Certificate.	None  None		Civil Registry Clerk CCRO
<b>TOTAL:</b>		<p><b>Died and interred in Navotas – PHP 300.00</b></p> <p><b>Died in Navotas but interred outside Navotas – PHP 100.00</b></p> <p><b>Died outside Navotas but interred in Navotas – PHP 700.00</b></p>	<b>25 Minutes</b>	

## 7. TIMELY REGISTRATION OF BIRTH CERTIFICATE OF AN ILLEGITIMATE CHILD

Timely Registration of Birth Certificate of an illegitimate child is done if parents of the child are not yet married.

<b>Office or Division</b>	City Civil Registrar's Office (CCRO)
<b>Classification</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All persons born in Navotas
<b>CHECKLIST OF REQUIREMENTS</b>	
Valid ID (1 original, 1 photocopy)	Father and Mother of the child
Community Tax Certificate (1 original, 1 photocopy) of Father and Mother	City Treasurer's Office – Window 7 to 10
Affidavit to Use the Surname of the	Notary Public





Father (AUSF) (2 original, 1 photocopy)				
Birth Certificate PSA copy (1 original)		Philippine Statistic Office Authority (PSA) – Civil Registration and Services Division		
Accomplished Verification Slip (1 original)		City Civil Registry Office – Window 2		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents and the Accomplished Verification Slip to CCRO – Window 2  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness  1.1 If complete, verify/check the veracity of the submitted documents  1.1.1 If the submitted documents are accurate, issue the Order of Payment and advise the client to pay the required fees at City Treasurer's Office (CTO)	None  None  None	15 Minutes	Civil Registry Clerk/ Administrative Assistant CCRO
2. Pay the required fee based on the order of payment at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Acknowledgment fee – PHP 200.00  RA. 9255 (An Act allowing illegitimate children to use the surname of their father) fee – PHP 200.00	10 Minutes	Cashier CTO
3. Return to CCRO – Window 2 and submit the Official Receipt	3. Accept and check the Official Receipt	None	5 Minutes	Civil Registry Clerk/ Administrative Assistant



3.1 Receive the Claiming Stub, and return on the date specified in the Claiming Stub	3.1 Issue the Claiming Stub, and advise the client to return on the date specified in the Claiming Stub	None		CCRO
<b>TOTAL:</b>		<b>PHP 400.00</b>	<b>30 Minutes</b>	



## **City Disaster Risk Reduction and Management Office (CDRRMO)**

### **External Services**



## 1. AMBULANCE CONDUCTION / BARANGAY ASSISTANCE

The City DRRMO is providing an ambulance services to various requests such as Patient transfer, Barangay Assistance and Ambulance conduction. The DRRMO has a 24/7 Joint Rescue Team (JRT) that is available to respond during emergencies.

<b>Office or Division:</b>	City Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Navoteños			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		NONE		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for ambulance transfer at the Barangay Hall	1. Record patient information then call Navotas Action and Command Center	None	5 Minutes	Staff Concerned Barangay
	1.1 Notify and coordinate with the Navotas Action and Command Center	None		
	2. Receive the call from barangay and record the incident on the logbook.	None	3 Minutes	Clerk Action Center
	2.1 Dispatch the JRT Ambulance	None		
	3. Proceed to location of incident to pick up the patient	None	7 Minutes	HEMS CDRMO
	3.1 Inform the Navotas Action and Command Center on actions taken	None	* Depending on the destination	

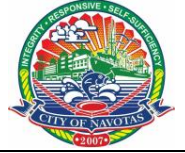


	4. Send an advance call to the hospital and inform the barangay of the actions taken	None	2 Minutes	Staff Action Center
<b>TOTAL:</b>		<b>None</b>	<b>17 Minutes</b>	

## 2. EMERGENCY QUICK RESPONSE SERVICES

The City DRRMO is providing an emergency response services to various incidents such as vehicular accidents, Self-Accident and etc., The DRRMO has a 24/7 Joint Rescue Team (JRT) that is available to respond during emergencies.

<b>Office or Division:</b>	City Disaster Risk Reduction and Management Office (CDRRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Navoteños			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		NONE		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Notify the Action Center regarding the Incident	1. Receive information regarding the incident from the requesting client  1.1 Record the incident on the logbook and dispatch the JRT Ambulance	None  None	5 Minutes	Staff Action Center
	2. Proceed to the location of incident to pick up the patient  2.1 Inform the Navotas Action and Command Center on actions taken	None  None	7 Minutes	HEMS & Ambulance Driver CDRRMO



	3. Send an advance call to the nearest hospital	None	2 Minutes	Staff Action Center
<b>TOTAL:</b>		<b>None</b>	<b>14 Minutes</b>	



## **City Environment and Natural Resources Office (CENRO)**

### **External Services**



## 1. SETTLEMENT OF PENALTIES ON VIOLATION OF ORDINANCE

Pursuant to City Ordinance 2018-15 and City Ordinance 2018-24, fines and penalties are imposed to Violators of said Ordinances. Accordingly, apprehended violators are required to settle said violations either by payment of fines/penalties or rendering of community service.

<b>Office or Division:</b>	City Environment and Natural Resources Office (CENRO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Apprehended offenders on Environmental Ordinances (City Ordinances Nos. 2018-15 & 2018-24)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Environmental Violation Receipt (EVR) and/or Court Order (1 original)		Apprehending Officer Court – Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. From City Treasurer's Office proceed to CENRO and present the Official Receipt	1. Receive and check the Official Receipt	None	5 Minutes	Clerk CENRO
	1.1 Acknowledge and record the settlement	None		
1.1 Receive Certificate of Settlement and Official Receipt.	1.2 Issue Certificate of Settlement and return the Official Receipt or acknowledge accomplishment of community service	None		
<b>TOTAL:</b>		<b>None</b>	<b>5 Minutes</b>	

## 2. SPECIAL WASTE COLLECTION SERVICES

Pursuant to City Ordinance 2018-17, Special fees are imposed to business establishments, private institutions and individuals who avail of waste collection services from the City Government of Navotas.

<b>Office or Division:</b>	City Environment and Natural Resources Office (CENRO)
<b>Classification:</b>	Simple





<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen			
<b>Who may avail:</b>	Business Establishments, Institutions, and Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Business permit, for business establishments (1 photocopy)		Business Owner / City Business Permits and Licensing Office – Releasing Window		
Request form for institutions and individuals (1 original)		CENRO – Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to CENRO  * Make sure to secure the Advice Slip that will be issued	1. Receive the required documents and check for completeness  1.1 If complete, issue Advice Slip to the client and inform the client to proceed to Business One Stop Shop (BPLO) for issuance of Order of Payment	None  None	10 Minutes	<i>Supervisor - Waste Collection Monitoring</i> CENRO
2. Present the Advice Slip to BPLO and secure Order of Payment	2. Issue Order of Payment and advise client to pay at the City Treasurer's Office (CTO)	None	5 Minutes	<i>Frontline Service Provider/Assessment Clerk</i> CBPLO
3. Pay the required fees based on the Order of Payment  * Make sure to secure the Official Receipt	3. Accept payment based on the Order of Payment  3.1 Issue the Official Receipt	Based on City Ordinance 2017-18  None	5 Minutes	<i>Cashier</i> CTO



4. Return to BPLO and present the Official Receipt  * Make sure to secure the Trip Ticket that will be issued	4. Check the Official Receipt and issue Trip Ticket  4.1 Advise the client to proceed back to CENRO	None  None	5 Minutes	Frontline Service Provider / Assessment Clerk CBPLO
5. Return to CENRO, and present the Official Receipt and Trip Ticket  * Make sure to take note of the date of garbage collection	5. Acknowledge the Official Receipt and Trip Ticket, and record for scheduling  5.1 Advise the client on the scheduled date of garbage collection	None  None	5 Minutes	Clerk CENRO
<b>TOTAL:</b>		<b>Based on City Ordinance 2017-18</b>	<b>30 Minutes</b>	

*Note: Special garbage collection shall be done based on the scheduled date.*

## Schedule of Fees:

### CITY ORDINANCE NO. 2017-18

#### ARTICLE 4 - SERVICE FEE FOR GARBAGE COLLECTION

SECTION 254 – Rate of Charges – except as otherwise provided herein, garbage service charges shall be collected quarterly from every person (natural or juridical engaged in business, occupation or calling or any undertaking in the city in accordance with the following schedule:

Schedule A – Aircraft and Water Companies	
1) Main Office	1,500.00
2) For every branch office	750.00
Schedule B – Amusement Places	
16) of the customer peer contrivance. Amusement centers and establishments with coin-operated machines, appliances, amusement rides and shooting galleries, side shows booths and other similar establishments with contrivances for the amusement of the customers per contrivance.	37.50
17) Billiard and/or pool halls, table	37.50
18) Bowling establishments:	
c) Automatic, per lane	45.00
d) Non-automatic, per lane	37.50
19) Casinos	1,500.00
20) Circuses, carnivals and the like	750.00



21) Cockpits	900.00
22) Gymnasiums	150.00
23) Membership clubs, association or organizations:	
c) Serving food, drinks and lodging facilities	600.00
d) Serving food, drinks without lodging facilities	300.00
24) Night/day clubs, discos, cocktail lounge, or bars, beer gardens, karaoke or sing-alongs, cabaret or dance halls	750.00
25) Resorts or other similar establishments	375.00
26) Sauna baths and massage clinics, per cubicle	37.50
27) Skating	375.00
28) Stadia, sport complexes	375.00
29) Theaters or cinema house with seating capacity of:	
d) More than 2,000 persons	750.00
e) 500 to 2,000 persons	600.00
f) Less than 500 persons	450.00
30) Pelota courts, tennis courts and other similar nature	75.00

Schedule C - Electric and Power Companies	
1) Main Office or each power plant	₱3,750.00
2) Every branch office thereof	1,500.00

Schedule D – Financial Institutions	
1) Banks	
a) Commercial banks (main office)	
Every branch thereof	1,125.00
b) Savings Bank (main office)	600.00
Every branch thereof	900.00
c) Rural Banks	300.00
2) Savings and Loan associations, Insurance Companies, Pawnshops:	300.00
Main Office	750.00
Every Branch thereof	375.00
3) Financial and/ or lending investors establishments, money shops:	
a) Main Office	750.00
Every Branch thereof	375.00
b) Authorized dealer in foreign currencies and stock broker	375.00

Schedule F - Private Hospital and Medical Clinics with Bed Capacity for:	
1) more than 500 persons	₱ 750.00
2) 301 to 500 persons	630.00
3) 151 to 300 persons	540.00
4) 101 to 150 persons	450.00
5) 76 to 100 persons	450.00
6) 51 to 75 persons	450.00
7) 25 to 50 persons	450.00
8) Less than 25 persons	450.00
9) Animal hospitals and other	150.00

Schedule G - Hotels, Motels, Apartels, Pension Inns, Drive Inns, Boarding Houses, Lodging Houses, Dormitories, Dwellings, and Other Spaces for Lease or Rent:	
1) Hotels	
a) Five Star, per room:	
1) Single Bed	₱ 15.00
2) Double Bed	22.50
3) Suite	30.00
b) Four Star, per room:	



1) Single Bed	15.00
2) Double Bed	22.50
3) Suite	30.00
c) Three Star, per room:	
1) Single Bed	7.50
2) Double Bed	15.00
3) Suite	22.50
2) Motels and Drive Inns, per room	37.50
3) Hotels, Apartel, Pension Inns:	
a) With air-conditioner, per room:	
1) Single Bed	30.00
2) Double Bed	30.00
b) Without air-conditioner, per room	
1) Single Bed	15.00
2) Double Bed	15.00
4) Boarding houses, lodging houses, dormitories, bed spaces (bed capacity) per bed	7.50
<b>Schedule H - Institutions of Learning</b>	
1) Private Universities, Colleges, schools, and educational or vocational institutions base on the total semestral enrollment as follows:	
a) 50,000 students or more	1,500.00
b) 30,000 or more but less than 50,000 students	1,200.00
c) 20,000 or more but less than 30,000 students	1,125.00
d) 10,000 or more but less than 20,000 students	750.00
e) 5,000 or more but less than 10,000 students	600.00
f) 1,000 or more but less than 5,000 students	450.00
g) 300 or more but less than 1,000 students	225.00
h) below 300 students	225.00
<b>Schedule I - Liquefied Petroleum</b>	
Gas Dealer:	
1) Marketer	₱ 300.00
2) Dealer	150.00
<b>Schedule J - Market Stallholders:</b>	
1) Public Markets	
a) For each stall with 100 or more stallholders	₱ 37.50
b) For each stall with less than 100 stallholders	30.00
2) Private Markets:	
a) Each Stall	37.50

**Schedule K - Media Facilities**

1) Newspaper, books or magazine publications	
a) Daily Newspaper	₱750.00
b) Weekly Magazines	375.00
c) Books and other Magazine publications	225.00
2) Radio Stations	375.00
3) TV Stations	750.00

**Schedule L - Telegraph, Teletype, Cable and Wireless Communication Companies, Etc.**

1) Main Office	₱750.00
2) Every Station thereof	750.00

**Schedule M - Telephone Companies:**

1) Main Office	₱3,000.00
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2) Every Station thereof 1,500.00

Schedule N - Terminal Garage for Bus, Taxi and other Public Utility Vehicles except those used for Home Garage:

1) With an area of 1,000 sq. m. or more	₱750.00
2) With an area of 700 or more but less than 1,000 sq. m.	600.00
3) With an area of 500 or more but less than 700 sq. m.	450.00
4) With an area of 300 or more but less than 500 sq. m.	300.00
5) With an area of less than 300 sq. m.	150.00

Schedule O - Peddlers, Ambulant Vendors, Except Delivery Van or Truck ₱37.50

Schedule P - Administration Offices, Display Offices and/or Offices or Professionals ₱75.00

Schedule Q - Film Shooting, Per Day ₱7.50

Schedule R - Private Warehouse or Bodega ₱375.00

Schedule S - All other business and other service agencies not specifically mentioned above will be based on the actual generated garbage and aggregate area of business establishments.

4A. Business that generates below 3cu.m. of garbage weekly will be subject to the following schedule:

I. Manufacturers, producers and processors:

a) Factory with an aggregate area of:

1,000 sq. m. or more	₱ 2,250.00
500 or more but less than 1,000 sq. m.	1,500.00
200 or more but less than 500 sq. m.	1,125.00
100 or more but less than 200 sq. m.	900.00
50 or more but less than 100 sq. m.	675.00
25 or more but less than 50 sq. m.	375.00
Less than 25 sq. m.	150.00

c) Principal/Branch or Sales office with an aggregate area of:

	Factory is: Within the same locality Per Quarter	Outside the Locality Per Quarter
1,000 sq. m. or more	₱750.00	₱1,125.00
500 or more but less than 1,000 sq. m.	675.00	750.00
200 or more but less than 500 sq. m.	450.00	525.00
100 or more but less than 200 sq. m.	375.00	450.00
50 or more but less than 100 sq. m.	225.00	300.00
25 or more but less than 50 sq. m.	75.00	150.00
Less than 25 sq. m.	37.50	75.00

II. Exporters/Importers ₱ 750.00

III. Brewers, Distillers, Compounders and Public Eating Places with



an aggregate area of:	
1,000 sq. m. or more	₱ 2,250.00
500 or more but less than 1,000 sq. m.	1,500.00
200 or more but less than 500 sq. m.	1,125.00
100 or more but less than 200 sq. m.	900.00
50 or more but less than 100 sq. m.	675.00
25 or more but less than 50 sq. m.	375.00
Less than 25 sq. m	150.00
Carinderia	75.00

IV. Owners or Operators of Business Establishments Rendering Services:

a) Business Offices of General Contractors (Building Specialty Engineering) Manpower service/employment agencies, private detective agencies, advertising agencies with an aggregate area of	
1,000 sq. m. or more	₱ 1,500.00
500 or more but less than 1,000 sq. m.	1,125.00
200 or more but less than 500 sq. m.	900.00
100 or more but less than 200 sq. m.	675.00
50 or more but less than 100 sq. m.	375.00
25 or more but less than 50 sq. m.	150.00
Less than 25 sq. m	75.00
b) Other contractors/business establishments engaged in rendering services, printers and publishers with an aggregate area of:	
1,000 sq. m. or more	₱2,250.00
500 or more but less than 1,000 sq. m.	1,500.00
200 or more but less than 500 sq. m.	1,125.00
100 or more but less than 200 sq. m.	825.00
50 or more but less than 100 sq. m.	600.00
25 or more but less than 50 sq. m.	225.00
Less than 25 sq. m	75.00

V. Independent Wholesalers, Dealers, Distributors, Repackers, and Retailers With an Aggregate are of:

1,000 sq. m. or more	₱1,500.00
500 or more but less than 1,000 sq. m.	1,050.00
200 or more but less than 500 sq. m.	750.00
100 or more but less than 200 sq. m.	450.00
50 or more but less than 100 sq. m.	225.00
25 or more but less than 50 sq. m.	150.00
Less than 25 sq. m	75.00

B. Business stated in Schedule S that generates more than 3 cu.m. of garbage weekly will be charged base of the following:

1. In excess of 3 cu.m. of weekly generated garbage, additional charges of P 200.00 per cu.m. will be collected;
2. Or may avail the special garbage collection per truck according to the following schedule:  
P 3,000.00 for ten wheeler dump truck (w/ cargo capacity of 15 cu.m.)  
P1,600.00 for six wheeler mini-dump truck (w/ cargo capacity of 8cu.m.)  
P1,400.00 for six wheeler mini-dump truck (w/ cargo capacity of 7cu.m.)

C. Businesses that have their own garbage hauling service will pay their garbage fee according to the aggregate area of their business establishments.

SECTION 255 - Garbage Service Charges for Multiple Businesses - Where there are two or more kinds of businesses subject to the garbage charges, conducted in the same place or establishment by the



same owner or operator, the charge to be collected shall be that which has the highest rate among the businesses concerned plus twenty-five (25%) percent thereof, provided that the total garbage fee shall not exceed Nine Thousand (₱ 9,000.00) Pesos per annum.

<b>Total</b>	Based on the Revenue Code of Navotas	<b>20 minutes</b>	
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**Note:** Application shall be processed if it is complete (Rule VII, Section 2.b of the JMC No. 2019-001, Series of 2019-IRR of RA No. 11032-Ease of Doing Business & Efficient Government Service Delivery). Processing time may vary and may depends on the speed of internet connection and the size of the attached files. Uploaded documents must be of good quality.



## **City Franchising Permit Processing Unit (CFFPU)**

### **External Services**





## 1. ISSUANCE OF ENDORSEMENT LETTER

Endorsement Letter is issued to Motorized-Navoteño Tricycle operators who want to secure a Permit to Operate Franchise/Sticker from other cities.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Navoteño operators with Motorized-Navoteño Permit to Operate Franchise in Navotas.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Permit to Operate Franchise (1 photocopy)		Personal File of Owner		
Official Receipt & Certificate of Registration of Motorcycle (1 photocopy)		Land Transportation Office – District Offices/ Extension Offices		
Request Letter from Federation (1 original)		Federation/TODA Office – Secretary's Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to CFFPU – Window 1 or 2  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents for evaluation  1.1 If complete and correct, issue Order of Payment and advise the client to pay at the City Treasurer's Office (CTO)	None	3 Minutes	Assessment Clerks CFFPU
2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to	2. Accept the payment based on the Order of Payment  2.1 Issue the	Secretary's fee – PHP 110.00	20 Minutes	Cashier CTO



secure the Official Receipt that will be issued upon payment	Official Receipt			
3. Return to CFPPU- Window 4 and present the Official Receipt for the processing and release of Endorsement Letter	3. Receive the Official Receipt from the client  3.1 Print the Endorsement Letter  3.2 Sign the Endorsement Letter  3.3 Issue the Endorsement Letter to the client	None	5 Minutes	Releasing Clerk CFPPU  Clerk III CFPPU  Officer-In-Charge CFPPU  Releasing Clerk CFPPU
3.1 Receive the Endorsement Letter				
<b>TOTAL:</b>		<b>PHP 110.00</b>	<b>28 Minutes</b>	

## 2. ISSUANCE OF MOTORIZED TRICYCLE AND PEDICAB DRIVER'S IDENTIFICATION CARD (I.D.)

Identification Card is issued to all drivers who are certified members of TODA/PODA.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Drivers of Motorized Tricycle and Pedicab that are certified members of TODA/PODA
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>For Motorized Tricycle Drivers</b>	
Accomplished driver's form (1 original)	City Franchising Permit Processing Unit – Window 4
Recent 2x2 Picture (2 pieces)	Any Photo Printing Shop
Certification of TODA (1 original)	TODA Office – Secretary's Desk
Valid Driver's License (1 photocopy)	Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central



		Office License Section		
<b>For Pedicab Drivers</b>				
Accomplished driver's form (1 original)		City Franchising Permit Processing Unit – Window 4		
Recent 2x2 Picture (2 pieces)		Any Photo Printing Shop		
Certification of PODA (1 original) if from district 2, Certification of PODA w/ stamped of Federation (1 original) if from district 1		PODA Office – Secretary's Desk		
Community Tax Certificate (1 photocopy)		City Treasurer's Office of their respective cities, Window 7 to 10 (for Navotas)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to CFPPU – Window 4  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents for evaluation  1.1 If complete and correct, issue Order of Payment and advise the client to pay at City Treasurer's Office (CTO)	None	3 Minutes	<i>Releasing Clerk</i> CFPPU
2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	I.D. fee – PHP 40.00	20 Minutes	<i>Cashier</i> CTO
3. Return to CFPPU – Window 4 and present the Official Receipt for the	3. Receive the Official Receipt from the client and mark it w/ "ID Released"	None	5 Minutes	<i>Releasing Clerk</i> CFPPU



processing and release of ID				
3.1 Receive the Identification Card and Official Receipt marked w/ "ID Released"	3.1 Issue driver's Identification Card and return Official Receipt marked w/ "ID Released"	None		
<b>TOTAL:</b>		<b>PHP 40.00</b>	<b>28 Minutes</b>	

### 3. ISSUANCE OF MOTORIZED-NAVOTEÑO TRICYCLE AND PEDICAB FARE MATRIX COMPUTATION TABLE

Fare Matrix is issued to operators with Motorized-Navoteño Tricycle/Pedicab Permit to Operate Franchise as a guide on the actual fares to be charged to passengers.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Navoteño operators with Motorized-Navoteño Tricycle/Pedicab Permit to Operate Franchise			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Permit to Operate Franchise (original)		Personal File of Operator/Owner		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required document to CFPPU – Window 4	1. Receive the required document for authentication	None	1 Minute	Releasing Clerk CFPPU
* Make sure to secure the Order of Payment that will be issued	1.1 Issue Order of Payment and advise the client to pay at the City Treasurer's Office (CTO)			



2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Secretary's fee (Fare Matrix) – PHP 50.00	20 Minutes	Cashier CTO
3. Return to CFPPU – Window 4 and present the Official Receipt for processing and release of Fare Matrix Computation Table  3.1 Receive the Fare Matrix Computation Table and official receipt	3. Receive the Official Receipt from the client  3.1 Print the Fare Matrix Computation Table  3.2 Sign the Fare Matrix Computation Table  3.3 Issue the Fare Matrix Computation Table and return the official receipt	None	5 Minutes	Releasing Clerk CFPPU  Clerk III CFPPU  Officer-In-Charge CFPPU  Releasing Clerk CFPPU
<b>TOTAL:</b>		<b>PHP 50.00</b>	<b>26 Minutes</b>	

Note: If the client surrenders an old original copy of their fare matrix, he/she will be issued a new replacement with no payment required.

#### 4. ISSUANCE OF ROAD WORTHINESS CERTIFICATE

Road Worthiness Certificate is issued to Motorized-Navoteño Tricycle Operators to certify their vehicle's good running condition and safety for the riding public.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFPPU)
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All operators of Motorized-Navoteño Tricycles with Permit to Operate Franchise.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Road Worthiness Form (1 original, 1 photocopy)		City Franchising Permit Processing Unit – Window 1 or 2		
Permit to Operate Franchise (1 photocopy)		Personal File of Owner		
Official Receipt & Certificate of Registration of Motorcycle (1 photocopy)		Land Transportation Office – District Offices/ Extension Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to Window 1 or 2	1. Receive the required documents for evaluation  1.1 If complete and correct, proceed to inspection of the vehicle	None	3 Minutes	Assessment Clerk CFPPU
2. Present the tricycle for inspection	2. Inspect the tricycle  2.1 If compliant, sign the Road Worthiness Form and endorse to the OIC for approval  2.1.1 Approve and sign the Road Worthiness Form	None	7 Minutes	Clerk III Or Assessment Clerk CFPPU  Officer-In-Charge CFPPU
* Receive the documents and proceed to a Notary Public Office	2.1.2 Return the documents to client and advise to proceed to a Notary Public Office			Clerk III Or Assessment Clerk CFPPU



<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	

## 5. NEW APPLICATION OF E-BIKE AND SIMILAR ELECTRIC-POWERED VEHICLES PERMIT TO OPERATE FRANCHISE

New application of Permit to Operate Franchise is issued to all owners of electric vehicles passing within the City's jurisdiction.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	Owner of electric bicycles (E-bikes) and similar electricity-powered vehicles conveying within the City of Navotas		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Notarized Accomplished Application Form (1 original, 1 duplicate copy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office	
Proof of Ownership / Affidavit of Ownership (1 photocopy)		Electric Vehicle Dealer Shop/Notary Public Office	
Any Government issued ID / Barangay Certificate (1 photocopy)		Any Government Establishment issuing ID / Barangay where the client resides, Barangay Hall – Secretary's Desk	
Community Tax Certificate (1 photocopy)		City Treasurer's Office of their Respective Cities. City Treasurer's Office Window 7 to 10 (for Navotas)	
Picture of Vehicle with Owner (colored)		Any Photo Printing Shop	
Deed of Sale (1 photocopy), <i>if Proof of Ownership is not in the owner's name</i>		Personal File of Owner	
<b>Additional Requirements For Navoteño owners:</b>			
Sketch of Residence with provision of Parking (1 original) or Parking Lease Agreement (1 photocopy) with picture (colored), <i>if the owner of the E Bike is not renting Authorization Letter from the owner of the parking area is required with owner's Valid ID (1 photocopy) with 3 specimen signatures.</i>		Owner of Electric Vehicle Lessor of Parking Space Owner of the parking/garage	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the required documents to CFPPU – Window 1 or 2</p> <p>* Make sure to secure the Order of Payment and other attached documents.</p>	<p>1. Receive the required documents for evaluation</p> <p>1.1 If complete and correct, endorse to the OIC for final evaluation and approval</p> <p>1.1.1 Make final evaluation and approve the application. Encode, print and sign Order of Payment and Application Form</p> <p>1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)</p>	None	10 Minutes	<p>Assessment Clerks CFPPU</p> <p>Officer-In-Charge CFPPU</p> <p>Assessment Clerks CFPPU</p>
<p>2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment</p> <p>* Make sure to secure the Official Receipt that will be</p>	<p>2. Accept the payment based on the Order of Payment</p> <p>2.1 Issue the Official Receipt</p>	E-bike Permit to Operate Fee - PHP 320.00	20 Minutes	Cashier CTO





issued upon payment				
3. Return to CFPPU – Window 3 and submit all the documents including the Official Receipt for processing and release of the Permit to Operate Franchise	3. Receive all documents including Official Receipt  3.1 Print Permit to Operate and assign the Regulatory plate  3.2 Sign Permit to Operate	None	10 Minutes	<i>Releasing Clerk</i> CFPPU
3.1 Receive the Permit to Operate Franchise and Regulatory Plate from Window 4	3.3 Release Permit to Operate Franchise and Regulatory Plate			<i>Officer-In-Charge</i> CFPPU  <i>Releasing Clerk</i> CFPPU
<b>TOTAL:</b>		<b>PHP 320.00</b>	<b>40 Minutes</b>	

## 6. NEW APPLICATION OF PRIVATE-MOTORIZED TRICYCLE AND PEDICAB PERMIT TO OPERATE FRANCHISE

Permit to Operate Franchise is issued to owners of Private-Motorized Tricycle / Pedicab for business use (such as delivery of goods) or as a school service for children.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFPPU)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business
<b>Who may avail:</b>	Owner of Private Motorized Tricycle / Pedicab
<b>CHECKLIST OF REQUIREMENTS</b>	
Notarized Accomplished Application Form (1 original, 1 duplicate copy)	City Franchising Permit Processing Office – Window 1 or 2, and Notary Public Office
Official Receipt & Certificate of Registration of Motorcycles (1 photocopy)	Land Transportation Office – District Offices/ Extension Offices



Deed of Sale (1 photocopy), <i>if OR/CR is not in the owner's name</i>		Notary Public Office		
Endorsement Letter (1 original) if from Manila/Valenzuela/Obando, Bulacan		Tricycle Regulatory Office (front desk) of their Respective Cities		
Business Permit (1 photocopy), <i>if for business use</i>		City Business Permit and Licensing Office of their Respective Cities / Business One Stop Shop for Navotas		
Certificate of Enrolment (1 original) and Birth Certificate of son and/or daughter (1 photocopy), <i>if for school service</i>		School – Registrar's Office PSA – Civil Registration and Services Division / City Civil Registrar's Office – Window 2 (for Navotas)		
Barangay Certificate (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
Community Tax Certificate (1 photocopy)		City Treasurer's Office of their Respective Cities. City Treasurer's Office Window 7 to 10 (for Navotas)		
Picture of Tricycle/Pedicab (colored) - Front & Back		Any Photo Printing Shop		
2x2 Picture of Owner (1 piece)		Any Photo Printing Shop		
2x2 Picture of Driver (2 pieces)		Any Photo Printing Shop		
Accomplished Driver's Form (1 original)		City Franchising Permit Processing Unit – Window 1 or 2		
Driver's License (2 photocopies), <i>for Private Motorized Tricycle</i>		Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central Office License Section		
Community Tax Certificate of driver (2 photocopies), <i>for Pedicab</i>		City Treasurer's Office of their Respective Cities. City Treasurer's Office Window 7 to 10 (for Navotas)		
Affidavit of Waiver for Private (1 original)		Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Window 1 or 2	1. Receive the required documents for evaluation  1.1 If complete and correct, endorse to the OIC for final evaluation and approval	None	10 Minutes	Assessment Clerks CFPPU
* Make sure to	1.1.1 Make final evaluation			Officer-In-Charge CFPPU



secure the Order of Payment and other attached documents	and approve application. Encode, print and sign Order of Payment & Application Form  1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)			<i>Assessment Clerks CFPPU</i>
2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Private Permit to Operate fee – PHP 360.00	20 Minutes	<i>Cashier CTO</i>
3. Return to CFPPU – Window 3 and submit all the documents including the Official Receipt for processing and release of the Permit to Operate Franchise	3. Receive all documents including Official Receipt  3.1 Print Permit to Operate and assign the Regulatory plate  3.2 Sign Permit to Operate	None	10 Minutes	<i>Releasing Clerk CFPPU</i>  <i>Officer-In-Charge CFPPU</i>



3.1 Receive the Permit to Operate Franchise, Driver's ID and Regulatory Plate from Window 4	3.3 Release Permit to Operate Franchise, Driver's ID and Regulatory Plate			Releasing Clerk CFPPU
<b>TOTAL:</b>		<b>PHP 360.00</b>	<b>40 Minutes</b>	

Note1: Sidecar of Private Tricycle / Pedicab for business use may be open or closed type provided that the owner has Business Permit issued by City Government.

Note2: Sidecar of Private Tricycle / Pedicab to be used as School Service must be closed type and with paint/sticker bearing signage "Private, not for hire" (4 inches per letter).

## 7. NEW APPLICATION OF SUPERVISION TRICYCLE PERMIT TO OPERATE FRANCHISE

Supervision Permit to Operate Franchise is issued to Non-Navoteño operators to enable them to transport passengers to (but not from) the City of Navotas.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	All Non-Navoteño tricycle operators who want to secure Permit to Operate Franchise in Navotas.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Notarized Accomplished Application Form (1 original, 1 duplicate copy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office	
Endorsement Letter (1 original)		Tricycle Regulatory Office of their Respective Cities	
Official Receipt and Certificate of Registration of Motorcycle (1 photocopy)		Land Transportation Office – District Offices/ Extension Offices	
Deed of Sale (1 photocopy), <i>if OR/CR is not in the owner’s name</i>		Notary Public Office	
Certificate of Franchise (1 photocopy)		Tricycle Regulatory Office of their Respective Cities	
TODA Certificate (1 original)		TODA Office – Secretary’s Desk	
Barangay Certificate (1 original)		Barangay where the client resides, Barangay Hall, Secretary’s Desk	
Community Tax Certificate (1 photocopy)		City Treasurer's Office of their Respective Cities. City Treasurer’s Office Window 7 to 10 (for Navotas)	
2x2 Picture of Owner (1 piece)		Any Photo Printing Shop	



2x2 Picture of Driver (2 pieces)		Any Photo Printing Shop		
Accomplished Driver's Form (1 original)		City Franchising Permit Processing Unit – Window 1 or 2		
Driver's License (2 photocopies)		Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central Office License Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Window 1 or 2  * Make sure to secure the Order of Payment and other attached documents	1. Receive the required documents for evaluation	None	10 Minutes	Assessment Clerks CFPPU
	1.1 If complete and correct, endorse to the OIC for final evaluation and approval			
	1.1.1 Make final evaluation and approve application. Encode, print and sign Order of Payment & Application Form			Officer-In-Charge CFPPU
	1.1.2 Return the documents with order of payment			Assessment Clerks CFPPU



	to the client and advise to pay at the City Treasurer's Office (CTO)			
<p>2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment</p> <p>* Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the Order of Payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Supervision Permit to Operate fee – PHP 580.00</p>	<p>20 Minutes</p>	<p>Cashier CTO</p>
<p>3. Return to CFPPU – Window 3 and submit all the documents including the Official Receipt for processing and release of the Permit to Operate Franchise</p>	<p>3. Receive all documents including Official Receipt</p> <p>3.1 Print Permit to Operate and assign the Regulatory Sticker</p> <p>3.2 Sign Permit to Operate</p> <p>3.3 Inspect engine and chassis number of the vehicle before affixing regulatory sticker</p>	<p>None</p> <p>None</p>	<p>10 Minutes</p>	<p>Releasing Clerk CFPPU</p> <p>Officer-In-Charge CFPPU</p> <p>Clerk III CFPPU</p>

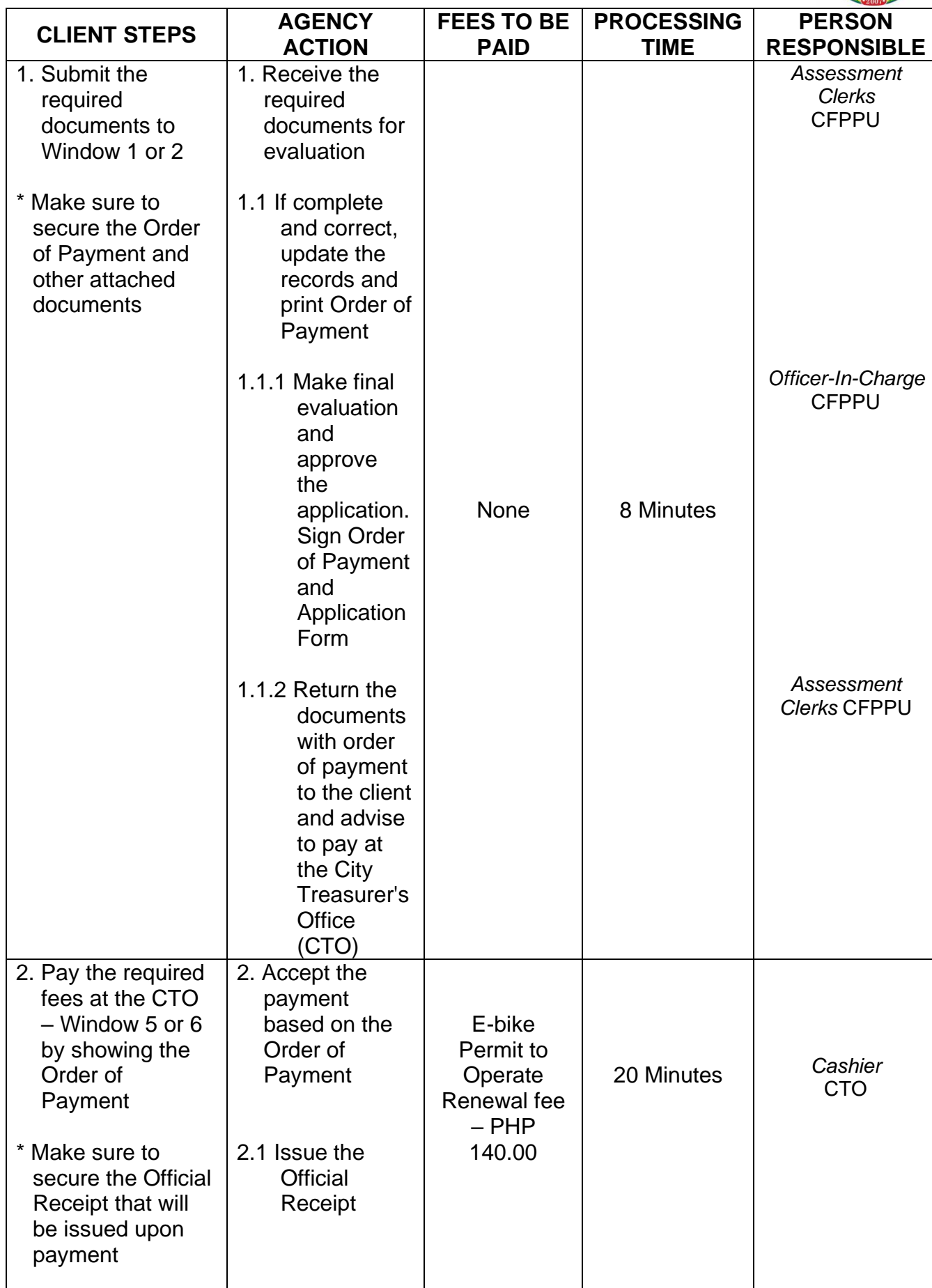


3.1 Receive the Permit to Operate Franchise and Driver's ID	3.4 Release Permit to Operate Franchise and Driver's ID	None		<i>Releasing Clerk</i> CFPPU
<b>TOTAL:</b>		<b>PHP 580.00</b>	<b>40 Minutes</b>	

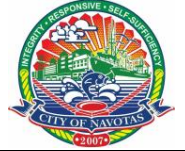
## 8. RENEWAL OF E-BIKE AND SIMILAR ELECTRIC-POWERED VEHICLE PERMIT TO OPERATE FRANCHISE

Renewal of Permit to Operate Franchise for registered electric vehicles is conducted every two (2) years.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	All owners of Electric Vehicle with Permit to Operate Franchise		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Notarized Accomplished Application Form (1 original, 1 duplicate copy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office	
Previous Permit to Operate Franchise (original)		Personal File of Owner	
Proof of Ownership / Affidavit of Ownership (1 photocopy)		Electric Vehicle Dealer Shop / Notary Public	
Any Government issued ID / Barangay Certificate (1 photocopy)		Any Government Establishment issuing ID / Barangay where the client resides, Barangay Hall – Secretary's Desk	
Community Tax Certificate (1 photocopy)		City Treasurer's Office of their Respective Cities / City Treasurer's Office Window 7 to 10 (for Navotas)	
Picture of Electric Vehicle with Owner (colored)		Any Photo Printing Shop	
<b>Additional Requirements For Navoteño owners:</b>			
Sketch of Residence with provision of Parking (1 original) or Parking Lease Agreement (1 photocopy) with picture (colored), <i>if the owner of the E Bike is not renting Authorization Letter from the owner of the parking area is required with owner's Valid ID (1 photocopy) with 3 specimen signatures.</i>		Owner of Electric Vehicle Lessor of Parking Space Owner of the garage/parking area	







3. Return to CFPPU-Window 3 and submit all the documents including the Official Receipt for processing and release of the renewed Permit to Operate Franchise	3. Receive all documents including Official Receipt  3.1 Print Permit to Operate and assign Regulatory sticker  3.2 Sign Permit to Operate  3.3 Inspect engine and chassis number of the vehicle and affix regulatory sticker	None	10 Minutes	<i>Releasing Clerk</i> CFPPU  <i>Officer-In-Charge</i> CFPPU  <i>Clerk III</i> CFPPU
3.1 Receive the Permit to Operate Franchise	3.4 Release Permit to Operate Franchise			<i>Releasing Clerk</i> CFPPU
<b>TOTAL:</b>		<b>PHP 140.00</b>	<b>38 Minutes</b>	

## 9. RENEWAL OF E-BIKE AND SIMILAR ELECTRIC-POWERED VEHICLE PERMIT TO OPERATE FRANCHISE WITH TRANSFER OF RIGHTS

Renewal of Permit to Operate Franchise for registered electric-powered vehicles is conducted every two (2) years from the date of registration. It may be processed simultaneously with transfer of rights to current owner's name.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFPPU)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All operators of Electric Vehicle who will renew Permit to Operate Franchise in their name



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Notarized Accomplished Application Form (1 original, 1 duplicate copy)	City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office
Previous Permit to Operate Franchise (original)	Personal File of Transferor
Affidavit of Waiver and Transfer of Rights (1 photocopy)	Notary Public
Valid ID of transferor (1 photocopy) w/ 3 specimen signature (original)	Personal File of Transferor
Deed of Sale (1 photocopy)	Notary Public Office
Any Government issued ID / Barangay Certificate (1 photocopy)	Any Government Establishment issuing ID / Barangay where the client resides, Barangay Hall – Secretary's Desk
Community Tax Certificate of owner (1 photocopy)	City Treasurer's Office of their Respective Cities / Window 7 to 10 (for Navotas)
Picture of Electric Vehicle with Owner (colored)	Any Photo Printing Shop
<b>Additional Requirements For Navoteño owners:</b>	
Sketch of Residence with provision of Parking (1 original) or Parking Lease Agreement (1 photocopy) with picture (colored), <i>if the owner of the E Bike is not renting Authorization Letter from the owner of the parking area is required with photocopy of the owner's Valid ID with 3 specimen signatures.</i>	Owner of Electric Vehicle Lessor of Parking Space Owner of the garage/parking area
<b>Additional Requirements if the Owner is Deceased:</b>	
<b>Spouse as the Transferee</b> - Death Certificate of Deceased Owner (1 photocopy) - Marriage Contract (1 photocopy)	City Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division City Civil Registrar's Office – Window 4 (for Navotas)/ PSA – Civil Registration and Services Division
<b>Lone child as the Transferee</b> - Death Certificate of Both Deceased Parents (1 photocopy each) - Birth Certificate of the transferee (1 photocopy)	City Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division City Civil Registrar's Office – Window 2 (for Navotas) / PSA – Civil Registration and Services Division
<b>Transferee has siblings</b> - Death Certificate of Both Deceased Parents (1 photocopy each) - Birth Certificate of the transferee (1	City Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division City Civil Registrar's Office – Window 2 (for



photocopy) - Extra Judicial Settlement (1 photocopy)		Navotas) / PSA – Civil Registration and Services Division Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Window 1 or 2  * Make sure to secure the Order of Payment and other attached documents	1. Receive the required documents for evaluation  1.1 If complete and correct, endorse to the OIC for final evaluation and approval	None	10 Minutes	Assessment Clerks CFPPU
	1.1.1 Make final evaluation and approve application. Encode, print and sign Order of Payment & Application Form			Officer-In-Charge CFPPU
	1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)			Assessment Clerks CFPPU



<p>2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment</p> <p>* Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the Order of Payment</p> <p>2.1 Issue the Official Receipt</p>	<p>E-bike Permit to Operate Renewal fee PHP 140.00</p>	<p>20 Minutes</p>	<p>Cashier CTO</p>
<p>3. Return to CFPPU- Window 3 and submit all the documents including the Official Receipt for processing and release of the renewed Permit to Operate Franchise</p>	<p>3. Receive all documents including Official Receipt</p> <p>3.1 Print Permit to Operate and assign Regulatory sticker</p> <p>3.2 Sign Permit to Operate</p> <p>3.3 Inspect engine and chassis number of the vehicle before affixing regulatory sticker</p>	<p>None</p>	<p>10 Minutes</p>	<p>Releasing Clerk CFPPU</p> <p>Officer-In-Charge CFPPU</p> <p>Clerk III CFPPU</p>
<p>3.1 Receive the Permit to Operate Franchise</p>	<p>3.4 Release Permit to Operate Franchise</p>			<p>Releasing Clerk CFPPU</p>
<b>TOTAL:</b>		<b>PHP 140.00</b>	<b>40 Minutes</b>	



## 10. RENEWAL OF MOTORIZED-NAVOTEÑO TRICYCLE PERMIT TO OPERATE FRANCHISE

Renewal of Permit to Operate Franchise for registered Motorized-Navoteño Tricycles is conducted from January to March. The renewal schedule for motorized tricycles with LTO Plate number ending with 1, 2, or 3 is on January; those with LTO Plate number ending with 4, 5, or 6 is on February; and those with LTO Plate number ending with 7, 8, 9 or 0 is on March. Renewal of Permit to Operate Franchise is necessary to enable vehicles to continuously convey passengers within the City's jurisdiction.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All operators of Motorized-Navoteño Tricycles who will renew their Permit to Operate franchise			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Notarized Accomplished Application Form (1 original, 1 duplicate copy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office		
Previous Permit to Operate Franchise (original)		Personal File of Owner		
Official Receipt and Certificate of Registration of Motorcycle (1 photocopy)		Land Transportation Office – District Offices/ Extension Offices		
Notarized Road Worthiness Certificate (1 photocopy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public		
TODA Certificate (1 original)		TODA Office – Secretary's Desk		
Barangay Certificate with ICTO Verification Stamped (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk, and ICTO Window		
Community Tax Certificate (1 photocopy)		City Treasurer's Office of their Respective Cities / Window 7 – 10 (for Navotas)		
2x2 Picture of Owner (1 piece)		Any Photo Printing Shop		
2x2 Picture of Driver (2 pieces)		Any Photo Printing Shop		
Accomplished Driver's Form (1 original)		City Franchising Permit Processing Unit – Window 1 or 2		
Driver's License (2 photocopies)		Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central Office License Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to Window 1 or 2	1. Receive the required documents for evaluation  1.1 If complete and correct, update records and	None	8 Minutes	Assessment Clerks CFFPU



<p>* Make sure to secure the Order of Payment and other attached documents</p>	<p>print Order of Payment</p> <p>1.1.1 Make final evaluation and approve application. Sign Order of Payment and Application Form</p> <p>1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)</p>	<p>None</p>		<p><i>Officer-In-Charge</i> CFPPU</p> <p><i>Assessment Clerks</i> CFPPU</p>
<p>2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment</p> <p>* Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the Order of Payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Motorized-Navoteño Permit to Operate Renewal fee – PHP 220.00</p>	<p>20 Minutes</p>	<p><i>Cashier</i> CTO</p>
<p>3. Return to CFPPU – Window 3 and submit all the documents including the Official Receipt for processing and release of the renewed Permit to Operate Franchise</p>	<p>3. Receive all documents including Official Receipt</p> <p>3.1 Print Permit to Operate and assign Regulatory sticker</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Releasing Clerk</i> CFPPU</p>



3.1 Receive the Permit to Operate Franchise	3.2 Sign Permit to Operate	None		Officer-In-Charge CFPPU
	3.3 Inspect engine and chassis number of the tricycle and affix regulatory sticker			Clerk III CFPPU
	3.4 Release Permit to Operate Franchise and Driver's ID			Releasing Clerk CFPPU
<b>TOTAL:</b>		<b>PHP 220.00</b>	<b>38 Minutes</b>	

## 11. RENEWAL OF MOTORIZED-NAVOTEÑO TRICYCLE PERMIT TO OPERATE FRANCHISE WITH TRANSFER OF RIGHTS AND/OR CHANGE MOTOR

Renewal of Permit to Operate Franchise for registered Motorized-Navoteño Tricycles is conducted from January to March. The renewal schedule for motorized tricycles with LTO Plate number ending with 1, 2, or 3 is on January; those with LTO Plate number ending with 4, 5, or 6 is on February; and those with LTO Plate number ending with 7, 8, 9 or 0 is on March. It may be processed simultaneously with a transfer of rights to current owner's name. Also, Permit to Operate Franchise may be renewed together with a replaced motorcycle unit.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All operators of Navoteño-Motorized Tricycles who will renew Permit to Operate Franchise
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Renewal with Transfer of Rights</b>	
Notarized Accomplished Application Form (1 original, 1 duplicate copy)	City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office
Previous Permit to Operate Franchise (original)	Personal File of Transferor
Affidavit of Waiver and Transfer of Rights (1 photocopy) and	Notary Public Office





Valid ID of transferor (1 photocopy) w/ 3 specimen signature (original), <i>if with Transfer of Rights</i>	Personal File of Transferor
Affidavit of Change Motor (1 photocopy) and Deed of Sale of motorcycle (1 photocopy) if OR/CR is not in the owner's name, <i>for Change Motor</i>	Notary Public Office
Official Receipt and Certificate of Registration of Motorcycle (1 photocopy)	Land Transportation Office – District Offices/ Extension Offices
Notarized Road Worthiness Certificate (1 photocopy)	City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public
TODA Certificate (1 original)	TODA Office – Secretary's Desk
Barangay Certificate with ICTO Verification Stamped (1 original)	Barangay where the client resides, Barangay Hall – Secretary's Desk, and ICTO Window
Community Tax Certificate (1 photocopy)	City Treasurer's Office – Window 7 to 10
2x2 Picture of Owner (1 piece)	Any Photo Printing Shop
2x2 Picture of Driver (2 pieces)	Any Photo Printing Shop
Accomplished Driver's Form (1 original)	City Franchising Permit Processing Unit – Window 1 or 2
Driver's License (2 photocopies)	Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central Office License Section
<b>Additional Requirements if the Owner is Deceased:</b>	
<b>Spouse as the Transferee</b> - Death Certificate of Deceased Owner (1 photocopy)	City Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division
- Marriage Contract (1 photocopy)	City Civil Registrar's Office – Window 4 (for Navotas) / PSA – Civil Registration and Services Division
<b>Lone child as the Transferee</b> - Death Certificate of Both Deceased Parents (1 photocopy each)	City Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division
- Birth Certificate of the transferee (1 photocopy)	City Civil Registrar's Office – Window 2 (for Navotas) / PSA – Civil Registration and Services Division
<b>Transferee has siblings</b> - Death Certificate of Both Deceased Parents (1 photocopy each)	City Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division





- Birth Certificate of the transferee (1 photocopy)  - Extra Judicial Settlement (1 photocopy)		City Civil Registrar's Office – Window 2 (for Navotas) / PSA – Civil Registration and Services Division  Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Window 1 or 2  * Make sure to secure the Order of Payment and other attached documents	1. Receive the required documents for evaluation  1.1 If complete and correct, endorse to the OIC for final evaluation and approval  1.1.1 Make final evaluation and approve application . Encode, print and sign Order of Payment and Application Form  1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)	None	10 Minutes	<i>Assessment Clerks</i> CFPPU  <i>Officer-In-Charge</i> CFPPU  <i>Assessment Clerks</i> CFPPU



2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Motorized-Navoteño Permit to Operate Renewal fee – PHP 220.00	20 Minutes	Cashier CTO
3. Return to CFPPU – Window 3 and submit all the documents including the Official Receipt for processing and release of the renewed Permit to Operate Franchise	3. Receive all documents including Official Receipt  3.1 Print Permit to Operate and assign Regulatory sticker  3.2 Sign Permit to Operate  3.3 Inspect engine and chassis number of the vehicle before affixing regulatory sticker	None	10 Minutes	Releasing Clerk CFPPU  Officer-In-Charge CFPPU  Clerk III CFPPU
3.1 Receive the Permit to Operate Franchise	3.4 Release Permit to Operate Franchise and Driver's ID			Releasing Clerk CFPPU
<b>TOTAL:</b>		<b>PHP 220.00</b>	<b>40 Minutes</b>	

Note: Motorized-Navoteño Permit to Operate Franchise should only be transferred to Navoteño with ICTO verification.



## 12. RENEWAL OF PEDICAB PERMIT TO OPERATE FRANCHISE

Renewal of Permit to Operate Franchise for registered Pedicab Tricycles is conducted from January to March. The renewal schedule for pedicab tricycles with Sticker number ending with 1, 2, or 3 is on January; those with Sticker number ending with 4, 5, or 6 is on February; and those with Sticker number ending with 7, 8, 9 or 0 is on March. Renewal of Permit to Operate Franchise is necessary to enable vehicles to continuously convey passengers within the City's jurisdiction.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All operators of Pedicab Tricycles who will renew Permit to Operate Franchise			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Notarized Accomplished Application Form (1 original, 1 duplicate copy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office		
Previous Permit to Operate Franchise (original)		Personal File of Owner		
PODA Certificate (1 original)		PODA Office – Secretary's Desk		
Barangay Certificate with ICTO Verification Stamped (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk, and ICTO Window		
Community Tax Certificate (1 photocopy)		City Treasurer's Office – Window 7 to 10		
2x2 Picture of Owner (1 piece)		Any Photo Printing Shop		
2x2 Picture of Driver (2 pieces)		Any Photo Printing Shop		
Accomplished Driver's Form (1 original)		City Franchising Permit Processing Unit – Window 1 or 2		
Community Tax Certificate of driver (2 photocopies)		City Treasurer's Office – Window 7 to 10		
Certification for ID		PODA Office – Secretary's Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to Window 1 or 2  * Make sure to secure the Order of Payment and other attached documents	1. Receive the required documents for evaluation  1.1 If complete and correct, update records and print Order of Payment	None	8 Minutes	Assessment Clerks CFFPU



	<p>1.1.1 Make final evaluation and approve application. Sign Order of Payment and Application Form</p> <p>1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)</p>			<p><i>Officer-In-Charge</i> CFPPU</p> <p><i>Assessment Clerks</i> CFPPU</p>
<p>3. Return to CFPPU – Window 3 and submit all the documents including the Official Receipt for processing and release of the renewed Permit to Operate Franchise</p> <p>3.1 Receive the Permit to Operate Franchise</p>	<p>3. Receive all documents including Official Receipt</p> <p>3.1 Print Permit to Operate and assign Regulatory sticker</p> <p>3.2 Sign Permit to Operate</p> <p>3.3 Affix regulatory sticker</p> <p>3.4 Release Permit to Operate Franchise and Driver's ID</p>	None	10 Minutes	<p><i>Releasing Clerk</i> CFPPU</p> <p><i>Officer-In-Charge</i> CFPPU</p> <p><i>Clerk III</i> CFPPU</p> <p><i>Releasing Clerk</i> CFPPU</p>
<b>TOTAL:</b>		<b>PHP 150.00</b>	<b>38 Minutes</b>	



### 13. RENEWAL OF PEDICAB PERMIT TO OPERATE FRANCHISE WITH TRANSFER OF RIGHTS

Renewal of Permit to Operate Franchise for registered Pedicab Tricycles is conducted from January to March. The renewal schedule for pedicab tricycles with Sticker number ending with 1, 2, or 3 is on January; those with Sticker number ending with 4, 5, or 6 is on February; and those with Sticker number ending with 7, 8, 9 or 0 is on March. It may be processed simultaneously with transfer of rights to current owner's name.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	All operators of Pedicab/De Padyak Tricycles who will renew Permit to Operate Franchise		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Notarized Accomplished Application Form (1 original, 1 duplicate copy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office	
Previous Permit to Operate Franchise (original)		Personal File of Transferor	
Affidavit of Waiver and Transfer of Rights (1 photocopy)		Notary Public Office	
Valid ID of transferor (1 photocopy) w/ 3 specimen signature (original)		Personal File of Transferor	
PODA Certificate (1 original)		PODA Office – Secretary’s Desk	
Barangay Certificate with Stamped ICTO Verification (1 original)		Barangay where the client resides, Barangay Hall – Secretary’s Desk, and ICTO Window	
Community Tax Certificate (1 photocopy)		City Treasurer's Office - Window 7 to 10	
2x2 Picture of Owner (1 piece)		Any Photo Printing Shop	
2x2 Picture of Driver (2 pieces)		Any Photo Printing Shop	
Accomplished Driver's Form (1 original)		City Franchising Permit Processing Unit – Window 1 or 2	
Community Tax Certificate of driver (2 photocopies)		City Treasurer's Office - Window 7 to 10	
Certification for ID (1 original)		PODA Office – Secretary’s Desk	
<b>Additional Requirements if the Owner is Deceased:</b>			
<b>Spouse as the Transferee</b> - Death Certificate of Deceased Owner (1 photocopy)  - Marriage Contract (1 photocopy)		City Civil Registrar’s Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division  City Civil Registrar’s Office – Window 4 (for Navotas) / PSA – Civil Registration and Services Division	
<b>Lone child as the Transferee</b> - Death Certificate of Both Deceased Parents (1 photocopy each)		City Civil Registrar’s Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division	

- Birth Certificate of the transferee (1 photocopy)		City Civil Registrar's Office – Window 2 (for Navotas) / PSA – Civil Registration and Services Division		
<b>Transferee has siblings</b> - Death Certificate of Both Deceased Parents (1 photocopy each)  - Birth Certificate of the transferee (1 photocopy)  - Extra Judicial Settlement (1 photocopy)		City Civil Registrar's Office-Window 3 (for Navotas) / PSA – Civil Registration and Services Division City Civil Registrar's Office-Window 2 (for Navotas) / PSA – Civil Registration and Services Division Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Window 1 or 2          * Make sure to secure the Order of Payment and other attached documents	1.Receive the required documents for evaluation   1.1 If complete and correct, endorse to the OIC for final evaluation and approval  1.1.1 Make final evaluation and approve application. Encode, print and sign Order of Payment & Application Form  1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)	None	10 Minutes	<i>Assessment Clerks</i> CFPPU       <i>Officer-In-Charge</i> CFPPU       <i>Assessment Clerks</i> CFPPU
2. Pay the required fees at the CTO – Window 5 or 6 by	2. Accept the payment based on the Order of			



showing the Order of Payment	Payment	Pedicab Permit to Operate Renewal fee – PHP 150.00	20 Minutes	Cashier CTO
* Make sure to secure the Official Receipt that will be issued upon payment	2.1 Issue the Official Receipt			
3. Return to CFPPU – Window 3 and submit all the documents including the Official Receipt for processing and release of the renewed Permit to Operate Franchise	3. Receive all documents including Official Receipt 3.1 Print Permit to Operate and assign Regulatory sticker 3.2 Sign Permit to Operate 3.3 Affix regulatory sticker	None	10 Minutes	Releasing Clerk CFPPU  Officer-In-Charge CFPPU  Clerk III CFPPU
3.1 Receive the Permit to Operate Franchise	3.4 Release Permit to Operate Franchise and Driver's ID			Releasing Clerk CFPPU
<b>TOTAL:</b>		<b>PHP 150.00</b>	<b>40 Minutes</b>	

Note: Pedicab Permit to Operate Franchise should only be transferred to Navoteño with ICTO verification.

## 14. RENEWAL OF PRIVATE-MOTORIZED TRICYCLE AND PEDICAB PERMIT TO OPERATE FRANCHISE

Renewal of Permit to Operate Franchise for privately owned motorized tricycle and pedicab is conducted from January to March. Renewal of Permit to Operate Franchise is necessary to enable vehicles to continuously traverse within the City's jurisdiction.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFPPU)
<b>Classification:</b>	Simple
<b>Type of</b>	G2C – Government to Citizen





<b>Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	All owners of Private-Motorized Tricycles and Pedicab who will renew Permit to Operate Franchise			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Notarized Accomplished Application Form (1 original, 1 duplicate copy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office		
Previous Permit to Operate Franchise (original)		Personal File of Owner		
Official Receipt & Certificate of Registration of Motorcycles (1 photocopy)		Land Transportation Office – District Offices/ Extension Offices		
Endorsement Letter (1 original) if from Manila/Valenzuela/Obando, Bulacan		Tricycle Regulatory Office of their Respective Cities		
Business Permit (1 photocopy), <i>if for business use</i>		Business Permit and Licensing Office of their Respective Cities / Business One Stop Shop – Releasing Window for Navotas		
Certificate of Enrolment of son and/or daughter (1 original), <i>if for school service</i>		School – Registrar's Office		
Barangay Certificate (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
Community Tax Certificate (1 photocopy)		City Treasurer's Office of their Respective Cities City Treasurer's Office Window 7 to 10 for Navotas		
Picture of Tricycle/Pedicab (Colored) - Front & Back		Any Photo Printing Shop		
2x2 Picture of Owner (1 piece)		Any Photo Printing Shop		
2x2 Picture of Driver (2 pieces)		Any Photo Printing Shop		
Accomplished Driver's Form (1 original)		City Franchising Permit Processing Office – Window 1 or 2		
Driver's License (2 photocopies), <i>for Private Motorized Tricycle</i>		Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central Office License Section		
Community Tax Certificate of driver (2 photocopies), <i>for Private Pedicab</i>		City Treasurer's Office of their Respective Cities. City Treasurer's Office Window 7 to 10 (for Navotas)		
Affidavit of Waiver for Private (1 original)		Notary Public Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to Window 1 or 2	1. Receive the required documents for evaluation  1.1 If complete and correct,			Assessment Clerks CFPPU





<p>* Make sure to secure the Order of Payment and other attached documents</p>	<p>update records and print Order of Payment</p> <p>1.1.1 Make final evaluation and approve application. Sign Order of Payment and Application Form.</p> <p>1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)</p>	<p>None</p>	<p>8 Minutes</p>	<p><i>Officer-In-Charge</i> CFPPU</p> <p><i>Assessment Clerks</i> CFPPU</p>
<p>3. Return to CFPPU-Window 3 and submit all the documents including the Official Receipt for processing and release of the renewed Permit to Operate Franchise</p>	<p>3. Receive all documents including Official Receipt</p> <p>3.1 Print Permit to Operate and assign Regulatory sticker</p> <p>3.2 Sign Permit to Operate</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Releasing Clerk</i> CFPPU</p> <p><i>Officer-In-Charge</i> CFPPU</p>



3.1 Receive the Permit to Operate Franchise	3.3 Inspect engine and chassis number of the vehicle before affixing regulatory sticker	None		Clerk III CFPPU
	3.4 Release Permit to Operate Franchise and driver's ID			Releasing Clerk CFPPU
<b>TOTAL:</b>		<b>PHP 180.00</b>	<b>38 Minutes</b>	

Note1: Sidecar of Private Tricycle/Pedicab for business use may be open or closed type provided that the owner has Business Permit issued by City Government.

Note2: Sidecar of Tricycle /Pedicab to be used as School Service must be closed type and with paint/sticker bearing signage "Private, not for hire" (4 inches per letter).

## 15. RENEWAL OF PRIVATE-MOTORIZED TRICYCLE AND PEDICAB PERMIT TO OPERATE FRANCHISE WITH TRANSFER OF RIGHTS AND/OR CHANGE MOTOR

Renewal of Permit to Operate Franchise for privately owned motorized tricycle and pedicab are conducted from January to March. It may be processed simultaneously with transfer of rights to current owner's name. Also, Permit to Operate Franchise may be renewed together with a replaced motorcycle unit.

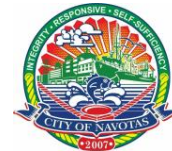
<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business
<b>Who may avail:</b>	All owners of Private-Motorized Tricycles and Pedicab who will renew Permit to Operate Franchise
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Renewal with Transfer of Rights</b>	
Notarized Accomplished Application Form (1 original, 1 duplicate copy)	City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office
Previous Permit to Operate Franchise (original)	Personal File of Transferor
Affidavit of Waiver and Transfer of Rights (1 photocopy) and	Notary Public Office



Valid ID of transferor (1 photocopy) w/ 3 specimen signature (original), <i>if with Transfer of Rights</i>	Personal File of Transferor
Affidavit of Change Motor (1 photocopy) and Deed of Sale of motorcycle (1 photocopy) if OR/CR is not in the owner's name, <i>for Change Motor</i>	Notary Public Office
Official Receipt and Certificate of Registration of Motorcycle (1 photocopy)	Land Transportation Office – District Offices/ Extension Offices
Endorsement Letter (1 original) if from Manila/Valenzuela/Obando, Bulacan	Tricycle Regulatory Office of their respective cities
Business Permit (1 photocopy) , <i>if for business use</i>	City Business Permit and Licensing Office of their respective cities / Business One Stop Shop for Navotas
Certificate of Enrolment (1 original), <i>if for school service</i>	School – Registrar's Office
Birth Certificate of son and/or daughter (1 photocopy), <i>if for school service with Transfer of Rights</i>	PSA – Civil Registration and Services Division / City Civil Registrar's Office – Window 2 (for Navotas)
Barangay Certificate (1 original)	Barangay where the client resides, Barangay Hall – Secretary' Desk
Community Tax Certificate (1 photocopy)	City Treasurer's Office of their Respective Cities. City Treasurer's Office Window 7 to 10 for Navotas
Picture of Tricycle/Pedicab (colored) - Front & Back	Any Photo Printing Shop
2x2 Picture of Owner (1 piece)	Any Photo Printing Shop
2x2 Picture of Driver (2 pieces)	Any Photo Printing Shop
Accomplished Driver's Form (1 original)	City Franchising Permit Processing Unit – Window 1 or 2
Driver's License (2 photocopies), <i>for Private Motorized Tricycle</i>	Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central Office License Section
Community Tax Certificate of Driver (2 photocopies), <i>for Private Pedicab</i>	City Treasurer's Office of their Respective Cities. City Treasurer's Office Window 7 to 10 for Navotas
Affidavit of Waiver for Private (1 original)	Notary Public Office
<b>Additional Requirements if the Owner is Deceased:</b>	
<b>Spouse as the Transferee</b> - Death Certificate of Deceased Owner (1 photocopy)	Local Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division

- Marriage Contract (1 photocopy)		Local Civil Registrar's Office – Window 4 (for Navotas) / PSA – Civil Registration and Services Division		
<b>Lone child as the Transferee</b> - Death Certificate of Both Deceased Parents (1 photocopy each)  - Birth Certificate of the transferee (1 photocopy)		Local Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division  Local Civil Registrar's Office – Window 2 (for Navotas) / PSA – Civil Registration and Services Division		
<b>Transferee has siblings</b> - Death Certificate of Both Deceased Parents (1 photocopy each)  - Birth Certificate of the transferee (1 photocopy)  - Extra Judicial Settlement (1 photocopy)		Local Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division  Local Civil Registrar's Office – Window 2 (for Navotas) / PSA – Civil Registration and Services Division  Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Window 1 or 2	1.Receive the required documents for evaluation	None	10 Minutes	Assessment Clerks CFPPU
* Make sure to secure the Order of Payment and other attached documents	1.1 If complete and correct, endorse to the OIC for final evaluation and approval			Officer-In-Charge CFPPU
	1.1.1 Make final evaluation and approve application. Encode, print and sign Order of Payment & Application Form			
	1.1.2 Return the documents to the client with order of payment and advise to pay			Assessment Clerks CFPPU

[illegible]



Note1: Sidecar of Private Tricycle/Pedicab for business use may be open or closed type provided that the owner has Business Permit issued by City Government.

Note2: Sidecar of Tricycle/Pedicab to be used as School Service must be closed type and with paint/sticker bearing signage "Private, not for hire" (4 inches per letter).

## 16. RENEWAL OF SUPERVISION TRICYCLE PERMIT TO OPERATE FRANCHISE

Renewal of Permit to Operate Franchise for registered tricycles under the City's supervision is conducted from January to March. The renewal schedule for supervised tricycles with LTO Plate number ending with 1, 2, or 3 is on January; those with LTO Plate number ending with 4, 5, or 6 is on February; and those with LTO Plate number ending with 7, 8, 9 or 0 is on March. This is necessary to enable tricycles to continuously transport passengers to (but not from) the City of Navotas.

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All operators of Supervision Tricycles who will renew Permit to Operate Franchise			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Notarized Accomplished Application Form (1 original, 1 duplicate copy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office		
Previous Permit to Operate Franchise (original)		Personal File of Owner		
Official Receipt and Certificate of Registration of Motorcycle (1 photocopy)		Land Transportation Office – District Offices/ Extension Offices		
Certificate of Franchise (1 photocopy)		Tricycle Regulatory Office of their respective cities		
TODA Certificate (1 original)		TODA Office – Secretary's Desk		
Barangay Certificate (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
Community Tax Certificate (1 photocopy)		City Treasurer's Office of their Respective Cities		
2x2 Picture of Owner (1 piece)		Any Photo Printing Shop		
2x2 Picture of Driver (2 pieces)		Any Photo Printing Shop		
Accomplished Driver's Form (1 original)		City Franchising Permit Processing Unit – Window 1 or 2		
Driver's License (2 photocopies)		Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central Office License Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Submit the required documents to Window 1 or 2</p> <p>* Make sure to secure the Order of Payment and other attached documents</p>	<p>1. Receive the required documents for evaluation</p> <p>1.1 If complete and correct, update records and print Order of Payment</p> <p>1.1.1 Make final evaluation and approve application . Sign Order of Payment and Application Form</p> <p>1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)</p>	<p>None</p>	<p>8 Minutes</p>	<p>Assessment Clerks CFPPU</p> <p>Officer-In-Charge CFPPU</p> <p>Assessment Clerks CFPPU</p>
<p>2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment</p> <p>* Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the Order of Payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Supervision Permit to Operate Renewal fee – PHP 580.00</p>	<p>20 Minutes</p>	<p>Cashier CTO</p>



3. Return to CFPPU – Window 3 and submit all the documents including the Official Receipt for processing and release of the renewed Permit to Operate Franchise	3. Receive all documents including Official Receipt			<i>Releasing Clerk</i> CFPPU
	3.1 Print Permit to Operate and assign Regulatory sticker			
	3.2 Sign Permit to Operate			<i>Officer-In-Charge</i> CFPPU
	3.3 Inspect engine and chassis number of the tricycle and affix regulatory sticker			<i>Clerk III</i> CFPPU
3.1 Receive the Permit to Operate Franchise	3.4 Release Permit to Operate Franchise and Driver's ID			<i>Releasing Clerk</i> CFPPU
<b>TOTAL:</b>		<b>PHP 580.00</b>	<b>38 Minutes</b>	

## 17. RENEWAL OF SUPERVISION TRICYCLE PERMIT TO OPERATE FRANCHISE WITH TRANSFER OF RIGHTS AND/OR CHANGE MOTOR

Renewal of Permit to Operate Franchise for registered tricycles under the City's supervision is conducted from January to March. The renewal schedule for supervised tricycles with LTO Plate number ending with 1, 2, or 3 is on January; those with LTO Plate number ending with 4, 5, or 6 is on February; and those with LTO Plate number ending with 7, 8, 9 or 0 is on March. It may be processed simultaneously with a transfer of rights to current owner's name. Also, Permit to Operate Franchise may be renewed together with a replaced motorcycle unit.





<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All operators of Supervision Tricycles who will renew Permit to Operate Franchise
<b>CHECKLIST OF REQUIREMENTS</b>	
Notarized Accomplished Application Form (1 original, 1 duplicate copy)	City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office
Previous Permit to Operate Franchise (original)	Personal File of Transferor
Affidavit of Waiver and Transfer of Rights (1 photocopy) and Valid ID of transferor (1 photocopy) w/ 3 specimen signature (original), <i>if with Transfer of Rights</i>	Notary Public Office  Personal File of Transferor
Affidavit of Change Motor (1 photocopy) and Deed of Sale of motorcycle (photocopy) if OR/CR is not in the owner's name, <i>for Change Motor</i>	Notary Public Office
Official Receipt and Certificate of Registration of Motorcycle (1 photocopy)	Land Transportation Office – District Offices/ Extension Offices
Certificate of Franchise (1 photocopy)	Tricycle Regulatory Office of their respective cities
TODA Certificate (1 original)	TODA Office – Secretary's Desk
Barangay Certificate (1 original)	Barangay where the client resides, Barangay Hall – Secretary's Desk
Community Tax Certificate (1 photocopy)	City Treasurer's Office of their Respective Cities
2x2 Picture of Owner (1 piece)	Any Photo Printing Shop
2x2 Picture of Driver (2 pieces)	Any Photo Printing Shop
Accomplished Driver's Form (1 original)	City Franchising Permit Processing Unit – Window 1 or 2
Driver's License (2 photocopies)	Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central Office License Section
<b>Additional Requirements if the Owner is Deceased:</b>	
<b>Spouse as the Transferee</b> - Death Certificate of Deceased Owner (1 photocopy)  - Marriage Contract (1 photocopy)	City Civil Registrar's Office – Window 3 (for Navotas) / PSA – Civil Registration and Services Division  City Civil Registrar's Office – Window 4 (for Navotas) / PSA – Civil Registration and Services Division
<b>Lone child as the Transferee</b> - Death Certificate of Both Deceased	City Civil Registrar's Office – Window 3 (for



Parents (1 photocopy each) - Birth Certificate of the transferee (1 photocopy)		Navotas) / PSA – Civil Registration and Services Division City Civil Registrar's Office – Window 2 (for Navotas) / PSA – Civil Registration and Services Division		
<b>Transferee has siblings</b> - Death Certificate of Both Deceased Parents (1 photocopy each) - Birth Certificate of the transferee (1 photocopy) - Extra Judicial Settlement (1 photocopy)		City Civil Registrar's Office – Window 3 (for Navotas) / PSA-Civil Registration and Services Division City Civil Registrar's Office – Window 2(for Navotas) / PSA – Civil Registration and Services Division Notary Public Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Window 1 or 2  * Make sure to secure the Order of Payment and other attached documents	1. Receive the required documents for evaluation  1.1 If complete and correct, endorse to the OIC for final evaluation and approval  1.1.1 Make final evaluation and approve application. Encode, print and sign Order of Payment & Application Form  1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)	None	10 Minutes	<i>Assessment Clerks</i> CFPPU  <i>Officer-In-Charge</i> CFPPU  <i>Assessment Clerks</i> CFPPU



<p>2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment</p> <p>* Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the Order of Payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Supervision Permit to Operate Renewal fee – PHP 580.00</p>	<p>20 Minutes</p>	<p>Cashier CTO</p>
<p>3. Return to CFPPU – Window 3 and submit all the documents including the Official Receipt for processing and release of the renewed Permit to Operate Franchise</p> <p>3.1 Receive the Permit to Operate Franchise</p>	<p>3. Receive all documents including Official Receipt</p> <p>3.1 Print Permit to Operate and assign Regulatory sticker</p> <p>3.2 Sign Permit to Operate</p> <p>3.3 Inspect engine and chassis number of the vehicle before affixing regulatory sticker</p> <p>3.4 Release Permit to Operate Franchise and Driver's ID</p>	<p>None</p>	<p>10 Minutes</p>	<p>Releasing Clerk CFPPU</p> <p>Officer-In-Charge CFPPU</p> <p>Clerk III CFPPU</p> <p>Releasing Clerk CFPPU</p>
<p><b>TOTAL: PHP 580.00 40 Minutes</b></p>				

Note: Supervision Permit to Operate Franchise should only be transferred to Non-Navoteño.



## 18. RENEWAL OF PUBLIC UTILITY JITNEY (P.U.J.) REGULATORY STICKER

The renewal process of regulatory sticker for PUJ operators, who are grantee of Certificate of Public Convenience from LTFRB, is conducted from January to October. The schedule of renewal process corresponds to the PUJ's ending number on its LTO Plate:

Month	LTO Plate Ending Number	Month	LTO Plate Ending Number
January	1	June	6
February	2	July	7
March	3	August	8
April	4	September	9
May	5	October	0

<b>Office or Division:</b>	City Franchising Permit Processing Unit (CFFPU)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	All operators of PUJ conveying within the City of Navotas		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Notarized Accomplished Application Form (1 original, 1 duplicate copy)		City Franchising Permit Processing Unit – Window 1 or 2, and Notary Public Office	
Official Receipt and Certificate of Registration (1 photocopy)		Land Transportation Office – District Offices/ Extension Offices	
Decision or Provisional Authority (1 photocopy)		Land Transportation, Franchising and Regulatory Board Central Office – Information System and Management Division (ISMD)	
Valid Franchise Unit Verification with stamped date of issuance		Land Transportation, Franchising and Regulatory NCR - Record Section	
Community Tax Certificate of driver (1 photocopy)		City Treasurer's Office of their respective cities City Treasurer's Office Window 7 to 10 for Navotas	
2x2 Picture of Owner (1 piece)		Any Photo Printing Shop	
2x2 Picture of Driver (1 piece)		Any Photo Printing Shop	
Accomplished Driver's Form (1 original)		City Franchising Permit Processing Unit – Window 1 or 2	
Driver's License (1 photocopy)		Land Transportation Office – Licensing Centers, Authorized District/Extension Offices or Central Office License Section	
<b>Additional Requirements If Decision / Provisional Authority is Expired</b>			
Extension of Validity and Official Receipt (1 photocopy)		Land Transportation, Franchising and Regulatory Board Central Office – Information System and Management Division (ISMD)	
Notice of Hearing (1 photocopy)		Land Transportation, Franchising and Regulatory Board Central Office – Legal Division	
Official Receipt of Confirmation of Units and, Confirmation Certificate and Sticker (1		Land Transportation, Franchising and Regulatory Board Central Office – Information	



photocopy)		System and Management Division (ISMD)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Window 1 or 2  * Make sure to secure the Order of Payment and other attached documents	1. Receive the required documents for evaluation  1.1 If complete and correct, update records and print Order of Payment  1.1.1 Make final evaluation and approve application. Sign Order of Payment and Application Form  1.1.2 Return the documents to the client with order of payment and advise to pay at the City Treasurer's Office (CTO)	None	8 Minutes	Assessment Clerks CFPPU  Officer-In-Charge CFPPU  Assessment Clerks CFPPU
2. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	PUJ Regulatory Sticker fee – PHP100.00	20 Minutes	Cashier CTO
3. Return to CFPPU – Window 3 and submit all the documents	3. Receive all documents including Official Receipt	None	10 Minutes	Releasing Clerk CFPPU



including the Official Receipt for processing and release of renewed Permit to Operate Franchise	3.1 Print Permit to Operate and assign Regulatory sticker  3.2 Sign Permit to Operate and Regulatory sticker  3.3 Inspect engine and chassis number of the vehicle and affix regulatory sticker	None		<i>Officer-In-Charge</i> CFPPU  <i>Clerk III</i> CFPPU
3.1 Receive the Permit to Operate Franchise	3.4 Release Permit to Operate Franchise			<i>Releasing Clerk</i> CFPPU
<b>TOTAL:</b>		<b>PHP 100.00</b>	<b>38 Minutes</b>	

Note: Additional requirements may be required like recent issued Provisional Authority, Motion for Reconsideration, Order for Lifted and Set-Aside and Manifestation for Dropping and Substitution of Unit as reflected on Franchise Unit Verification submitted upon renewal of PUJ sticker.



## **City General Services Office (CGSO)**

### **External Services**



## 1. RENTAL OF NAVOTAS SPORTS COMPLEX

The Navotas Sports Complex is rented out for use as venue of sports event (usually Basketball game), graduation ceremony, and other related social gatherings.

<b>Office or Division:</b>	City General Services Office (CGSO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Navoteños			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent (1 original)		Client		
Accomplished Rental Form (1 original)		CGSO – Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at the front desk	1. Receive the required documents and check for completeness	None	10 Minutes	Reproduction Machine Operator II CGSO
	1.1. Check the availability of the requested schedule	None		
	1.1.1 If the preferred date is available, discuss the terms and conditions stipulated in the Contract	None	10 Minutes	
	* If requested, assist the client to an ocular inspection of the sports complex	None		





	1.1.2 If the preferred date is already reserved, advise the client that the request will not be accommodated			
2. Conform with the rental terms and conditions by signing the Contract	2. Prepare the Contract for the sports complex rental and ask the client to sign	None	6 Minutes	<i>Reproduction Machine Operator II</i> CGSO
	2.1. Prepare and affix initial in the Order of Payment for approval of the GSO	None		
	2.2. Approve the Order of Payment	None		<i>General Services Officer</i> CGSO
* Make sure to secure the Order of Payment that will be issued	2.3. Issue Order of Payment, and advise the client to pay at the City Treasurer's Office (CTO), then return to	None		<i>Reproduction Machine Operator II</i> CGSO



	GSO for Official Receipt submission			
3. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment  3.1. Issue the Official Receipt	Based on City Ordinance No. 2009-04  None	15 Minutes	Cashier CTO
4. Return to CGSO and submit the Official Receipt  4.1. Receive the original copy of Official Receipt and Contract	4. Receive the Official Receipt and reproduce a copy  4.1. Release of original copy of Official Receipt and Contract	None  None	2 Minutes	Reproduction Machine Operator II CGSO
<b>TOTAL:</b>		<b>Based on City Ordinance No. 2009-04</b>	<b>43 Minutes</b>	



## **City Ordinance No. 2009-04**

Section 2. Rate of Charges – fees shall be collected for the use/rental of the Navotas Sports Complex according to the following:

### **I. FOR BASKETBALL PURPOSES**

- A. With 40 persons or less Php 300.00 per hour for maximum of 30 person entering the Sports Complex
- plus Php 200.00 per hour when the lights are ON
  - Php 20.00 per person, additional fee if the number of person Exceeds 30.
  - Php 20.00 per person using/availing shower room facilities

If number of persons using the Sports Complex exceed to forty (40), the use shall be considered as commercial use and subject to the rates indicated below;

### **II. COMMERCIAL/PRIVATE USE**

- A. For basketball game purposes
- Php 1,500.00 per hour fixed rate or
  - Php1,000.00 per hour of gross receipts whichever is higher, if the event is charged with any entrance fee.
- B. Other Purposes (Concerts & Likes)
- Php 1,500.00 per hour fixed rate or
  - Php 1,000.00 per hour plus 10% gross receipts whichever is higher,  
If the event is charged with any entrance fee ;
  - Php 4,000.00 fixed additional fee



## 2. RENTAL OF NAVOTAS YOUTH CENTER

The Navotas Youth Center equipped with a medium-sized swimming pool located at Tumana, Brgy. North Bay Boulevard South-Kaunlaran is rented out for use as a venue of swimming practice and competition.

<b>Office or Division:</b>	City General Services Office (CGSO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Navoteños			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Intent (1 original)		Client		
Accomplished Rental Form (1 original)		CGSO Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at the front desk	1. Receive the required documents for evaluation	None	10 Minutes	Reproduction Machine Operator II CGSO
	1.1. Check the availability of the requested schedule	None		
	1.1.1 If the preferred date is available, discuss the terms and conditions stipulated in the Contract	None		
	* If requested, assist the client to an ocular inspection of the youth center	None	30 Minutes	
2. Conform with the rental terms and conditions by signing the Contract	2. Prepare the Contract for the youth center rental and ask the client to sign	None	6 Minutes	Reproduction Machine Operator II CGSO



*Make sure to secure the Order of Payment that will be issued	2.1. Prepare and affix initial in the Order of Payment for approval of the GSO	None		
	2.2. Approve the Order of Payment	None		General Services Officer CGSO
	2.3. Issue Order of Payment, and advise the client to pay at the City Treasurer's Office (CTO), then return to GSO for Official Receipt submission	None		Reproduction Machine Operator II CGSO
3. Pay the required fees at the CTO Window 5 or 6 by showing the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment  3.1. Issue the Official Receipt	Day – PHP 3,000.00 (50 persons)  Night – PHP 4,000.00 (50 persons)  ADULT: Daytime – PHP 50.00  Night Time – PHP 60.00  CHILDREN Daytime – PHP 30.00  Night Time – PHP 40.00  Based on Municipal Ordinance No. 2005-10	15 Minutes	Cashier CTO



4. Return to GSO and submit the Official Receipt	4. Receive the Official Receipt and reproduce a copy	None	2 Minutes	<i>Reproduction Machine Operator II</i> CGSO
4.1. Receive the original copy of Official Receipt and Contract	4.1. Release of original copy of Official Receipt and Contract	None		
TOTAL:		<b>Day – PHP 3,000.00 (50 persons)</b>  <b>Night – PHP 4,000.00 (50 persons)</b>  <b>ADULT:</b> <b>Daytime – PHP 50.00</b>  <b>Night Time – PHP 60.00</b>  <b>CHILDREN</b> <b>Daytime – PHP 30.00</b>  <b>Night Time – PHP 40.00</b>  <b>Based on Municipal Ordinance No. 2005-10</b>	1 Hour and 3 Minutes	



## **City Health Office (CHO)**

### **External Services**



# 1. ANIMAL BITE TREATMENT CENTER SERVICES

Animal Bite Treatment Center (ABTC) is a special unit in the City of Navotas for the Rabies Prevention and Control Program accredited under the Department of Health. This facility provides daily consultation, Treatment Regimen for Pre-exposure Prophylaxis and Post-Exposure Prophylaxis provided for free to Animal Bite Patients depending on the availability of supplies, counselling and education to animal bite patients and treatment partners as well as referral to external facility as needed.

<b>Office/Division:</b>	City Health Office (CHO)		
<b>Classification:</b>	Simple		
<b>Type of Transaction</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Updated Philhealth Members Data Record with Navotas address (1 photocopy)		Philhealth Office – Record Section, Caloocan Branch, 5 <sup>th</sup> floor, Victory Mall, Caloocan City	
4Ps ID (1 original)		CSWDO – Pantawid Pamilyang Pilipino Office – Front Desk, Navotas City Hall Annex, Navotas City	
Senior Citizen ID (1 original)		Navoserve Unit – Table 8__	
Patient Card (1 original)		Health Center of respective barangay – Record Section	

## 1.1. MANAGEMENT PROCEDURE FOR CATEGORY 2 PATIENTS

**Category 2 Cases-** Patient who incurred an animal bite with uncovered skin and with or without bruising or hematoma. This covers minor superficial scratches/ abrasions without bleeding, including those induced to bleed. Patient under this category needs to receive management as stated below.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Admission and secure a queuing number. Present the needed documents when called for.	1. Get the queuing number from the patient	None	8 Minutes	Nurse or ABTC Clerk CHO
	1.1 Get the patient's general information, weight and vital signs	None		
2. Proceed to Treatment section	2. Assess the patient's bite or scratch marks and classify its category	None, if vaccines are available	30 Minutes	Physician or Nurse CHO





	<p>2.1 Category 2 - Skin Test the patient</p> <p>2.1.1 If Skin Test is negative (-) proceed to 3-4 injections of Anti-Rabies Vaccines</p> <p>2.1.2 Inject patient also with Tetanus Toxoid</p> <p>Note:</p> <p>a. In the event that there are no available vaccines, the patient will provide the vaccines to be bought from the nearest drug store/s.</p> <p>b. For Anti Tetanus Serum (ATS) Vaccination – This medication of 3-4 ampules will be provided by the patient if not available. ST is also required. This not given for free.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 Minute</p> <p>1 Minute</p>	
3. Go back to admitting area	<p>3. Provide the patient with vaccination card</p> <p>3.1 Explain what vaccine/s was/were given</p>	<p>None</p> <p>None</p>	<p>5 Minutes</p>	<p>Physician or Nurse CHO</p>



	3.2 Tell when he/she will come back for another injection	None		
	3.3 Remind the patient to bring a copy of requirements every next visit/s	None		
<b>TOTAL:</b>		<b>None, if vaccines are available</b>	<b>45 Minutes</b>	

## 1.2. MANAGEMENT PROCEDURE FOR CATEGORY 3 PATIENTS

**Category 3 Cases-** Patient who incurred a transdermal animal bites such as punctured lacerations or avulsions or scratches/ abrasions with spontaneous bleeding-licks on broken skin, or mucous membrane-exposure to a rabies through bites, contamination of mucous membrane, or open skin lesion with body fluids through splattering, and mouth-to-mouth resuscitation, unprotected handling of infected carcass, ingestion of raw infected meat, exposure to bats and all category 2 exposures on head and neck area. Patient under this category need to receive management as stated below.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Admission and secure a queuing number. Present the needed documents when called for.	1. Get the queuing number from the patient  1.1 Get the patient's general information, weight and vital signs	None  None	8 Minutes	Nurse or ABTC Clerk CHO
2. Proceed to Treatment section	2. Assess the patient's bite or scratch marks and	None, if vaccines are available	30 Minutes	Physician or Nurse CHO



	<p>classify its category</p> <p>2.1 Category 3 - Skin Test the patient</p> <p>2.1.1 If Skin Test negative (-) proceed to 3-4 injections of Anti-Rabies Vaccines</p> <p>2.1.2 Inject patient with Immunoglobulin (ERIG or Equirab) also after ST turned out to be negative (-)</p> <p>2.1.3 Inject the patient also with Tetanus Toxoid</p> <p>Note:</p> <p>a. In the event that there are no available vaccines, the patient will provide the vaccines to be bought from the nearest drug store/s.</p> <p>b. For Anti Tetanus Serum (ATS)</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>1 Minute</p> <p>1 Minute</p> <p>1 Minute</p>	
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	Vaccination – This medication of 3-4 ampules will be provided by the patient if not available. ST is also required. This not given for free.			
3. Go back to admitting area	3. Provide the patient with vaccination card  3.1 Explain what vaccine/s was/were given  3.2 Tell when he/she will come back for another injection  3.3 Remind the patient to bring a copy of requirements every next visit/s	None  None  None  None	5 Minutes	Physician or Nurse CHO
<b>TOTAL:</b>		<b>None, if vaccines are available</b>	<b>46 Minutes</b>	

## 2. COMMUNITY REHABILITATION AND PHYSICAL THERAPY SERVICE

This service aims to help people with disabilities by establishing community-based medical integration, equalization of opportunities, and physical therapy rehabilitation program for the disabled people. This can be availed by patients with a particular request coming from his/her attending physician with specialty on rehabilitation medicine.



<b>Office or Division:</b>	Community Rehabilitation and Physical Therapy Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons/patients in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral form (1 original)		Requesting Attending Rehabilitation Physician		
Barangay Residency Certificate with Information and Communication Technology Office (ICTO) Verification (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk ICTO Window, 1 <sup>st</sup> floor, Navotas City Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to admission and submit referral letter from Rehabilitation Physician	1. Accept request and record the information	None	2 Minutes	<i>Physiotherapist</i> CHO
2. Proceed to assessment area	2. Initial assessment to consider the treatment sessions of the patient	None	20 Minutes	<i>Physiotherapist</i> CHO
	2.1 Get the vital signs	None	1 Minute	
3. Proceed to treatment area	3. Perform the treatment sessions	None	1 Hour and 30 Minutes	<i>Physiotherapist</i> CHO
* Make sure to secure Order of Payment that will be issued	3.1 Issue Order of Payment and advise to pay at the Cashier	None		
4. Pay at the Cashier	4. Accept payment and issue Official Receipt	Please refer to the schedule of fees	5 Minutes	<i>Cashier</i> CHO
* Make sure to secure Official Receipt that will be issued				
5. Proceed to reception area	5. Schedule patient for the	None	1 Minute	<i>Physiotherapist</i> CHO



	next visit.			
<b>TOTAL:</b>		<b>Please refer to the schedule of fees</b>	<b>1 Hour and 59 Minutes</b>	

### Schedule of Fees:

COMPARATIVE COMMUNITY BASED PHYSICAL THERAPY AND REHABILITATION SERVICE FEES OF PRIVATE AND PT CLINIC SUBSIDIZED BY ROTARY CLUBS	RESIDENT (Average)	
Musculoskeletal cases	250.00	290.00
Neurological cases	300.00	345.00

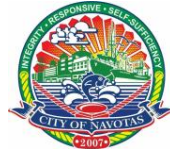
## 3. DRUG TESTING SERVICES

This service offers drug testing procedure for employment, random drug testing, verification, and others.

<b>Office or Division:</b>	Community Rehabilitation and Physical Therapy Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Any valid ID/ one of the following (1 original), to be presented only:				
Driver's License		Land Transportation Office – Registration Division		
UMID ID		GSIS/SSS – Registration Division		
Voter's ID		COMELEC – Registration Division		
4Ps ID		CSWDO – Pantawid Pilipino Office – Front Desk		
Postal ID		Phil Post – Front Desk		
Passport		Department of Foreign Affairs – Passport Processing Division		
Barangay Residency Certificate (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Reception Area	1. Issue Order of Payment	None	1 Minute	Authorized Specimen Collector CHO
2. Pay to the Cashier	2. Receive payment and issue Official	For Resident – PHP	1 Minute	Authorized Specimen Collector



	Receipt	250.00  For Non-Resident – PHP 300.00		or Cashier CHO
3. Return to Reception Area	3. Give Custody and Control Form (CCF)	None	10 Minutes	Authorized Specimen Collector CHO
3.1 Completely fill-out the Custody and Control Form	3.1 Ask client to fill-out the Custody and Control Form	None		
4. Proceed to Collection Area	4. Give instructions about proper specimen collection	None	3 Minutes	Authorized Specimen Collector CHO
5. Return to Reception Area and give the urine specimen	5. Seal the specimen bottle and sign	None	1 Minute	Authorized Specimen Collector CHO
6. Proceed to Registration Area	6. Encode clients record	None	5 Minutes	Encoder CHO
	6.1 Capture picture of client and biometrics	None		
7. Proceed to waiting area	7. Analyze the specimen for METH/THC	None	5 Minutes	Med Tech Analyst CHO
8. Return to Reception Area and wait for the Drug Test Result	8. Release the Drug Test Result	None	2 Minutes	Authorized Specimen Collector CHO
* Receive the Drug Test Result				
<b>TOTAL:</b>		<b>For Resident</b>	<b>28 Minutes</b>	



	– PHP 250.00		
	For Non-Resident – PHP 300.00		

#### 4. ECG SERVICES

An electrocardiogram (ECG) is a medical test that detects cardiac (heart) abnormalities by measuring the electrical activity generated by the heart as it contracts. This can be availed by patients with a particular request coming from his/her attending physician.

<b>Office or Division:</b>	ECG Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons/patients in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
ECG request of services (1 original)		Requesting Attending Physician		
Official Receipt (1 original)		ECG Technician (Navotas Medical and Wellness Center Laboratory section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to admission and submit ECG request	1. Accept the request and record the information	None	1 Minute	ECG Technician or Clerk CHO
	1.1 Advise the patient to pay at the Cashier/ Duly Authorized staff	None	1 Minute	
2. Pay ECG Fees at the Cashier	2. Receive payment based on the schedule of fees	For Resident – PHP 400.00	1 Minute	ECG Technician or Clerk CHO
* Make sure to secure the Official Receipt that will	2.1 Issue Official	For Non-Resident – PHP 460.00		





be issued	Receipt			
3. Proceed to ECG room	3. Perform ECG  3.1 Advise the patient to return after three (3) days for the result  3.2 Reading of ECG results  <i>* Actual reading of ECG shall be done during the 3-day period. The Internist is available only every Tuesday and Thursday</i>	None  None  None	10 Minutes  1 Minute  Shall be done during the 3-day period	<i>ECG Technician or Clerk CHO</i>    <i>Internist CHO</i>
4. Return to the Navotas Medical and Wellness Center Laboratory Section and claim the ECG result	4. Record and issue the ECG result	None	1 Minute	<i>ECG Technician or Clerk CHO</i>
<b>TOTAL:</b>		<b>For Resident – PHP 400.00</b>  <b>For Non-Resident – PHP 460.00</b>	<b>3 Days and 15 Minutes</b>	



## 5. LABORATORY SERVICES

Clinical Laboratory Services includes Clinical Microscopy and Biochemistry examination of specimens which can be availed by the patients in order to get information about the health of a patient as pertaining to the diagnosis, treatment, and prevention of disease.

### 5.1. BLOOD CHEMISTRY PROCEDURES

<b>Office or Division:</b>	Laboratory Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons/patients in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Laboratory request of services (1 original)		Attending Physician		
Specimen (depending on the request of the Attending Physician)		Patient		
Official Receipt (1 original)		Medical Technology Supervisor (Navotas Medical and Wellness Center Laboratory section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Laboratory Request from prescribing Physician/ Agency to Reception Area	1. Receive, check and accept proper request format	None	2 Minutes	<i>Medical Technologist or Authorized Laboratory Aide CHO</i>
	1.1 Get patient's information and record	None	2 Minutes	<i>Medical Technologist or Authorized Laboratory Aide CHO</i>
	1.2 Advise the client to pay at the Cashier or Duly Authorized Staff	None		
2. Pay the required fees at the Cashier or Duly Authorized Staff	2. Receive payment based on the schedule of fees	Please refer to the Schedule of Fees	2 Minutes	<i>Medical Technologist CHO</i>
* Make sure to		None		



secure the Official Receipt that will be issued	2.1 Issue Official Receipt			
3. Proceed to Laboratory Extraction Area	3. Perform Blood Collection	None	5 Minutes	<i>Medical Technologist</i> CHO
	3.1 Processing of <u>Routine</u> Blood Chemistry procedures	None	3 hours <b>(Routine)</b>	<i>Medical Technologist</i> CHO
	3.2 Processing of <u>STAT</u> Blood Chemistry procedures	None	1 hour <b>(STAT)</b>	<i>Medical Technologist</i> CHO
	3.3 Print the result	None	3 Minutes	<i>Medical Technologist</i> CHO
4. Return to Laboratory Reception area and wait for the release of results	4. Check the Official Receipt	None	1 Minute	<i>Medical Technologist</i> or <i>Authorized Laboratory Aide</i> CHO
4.1 Receive the Result	4.1 Release the Result	None		
<b>TOTAL:</b>		Please refer to the Schedule of Fees	<b>For <u>Routine</u> blood chemistry procedures – 3 Hours and 15 Minutes</b>  <b>For <u>STAT</u> blood chemistry procedures – 1 Hour and 15 Minutes</b>	



## Schedule of Fees:

<b>BLOOD CHEMISTRY</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
Blood Urea Nitrogen (BUN)	100.00	120.00
Blood Uric Acid ( BUA)	100.00	120.00
Creatinine	100.00	120.00
Lipid Profile ( Chole, TG, HDL, LDL)	490.00	588.00
HDL/LDL	250.00	300.00
HDL	250.00	300.00
LDL	250.00	300.00
Total Cholesterol	100.00	120.00
Triglycerides	150.00	180.00
SGOT	100.00	120.00
SGPT	100.00	120.00
FBS (Glucose)	75.00	90.00
OGTT 50 g	835.00	1,002.00
OGTT 75 g	835.00	1,002.00

## 5.2. CLINICAL MICROSCOPY PROCEDURES (URINALYSIS, FECALYSIS, GRAM STAINING)

<b>Office or Division:</b>	Laboratory Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons/patients in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Laboratory request of services (1 original)		Attending Physician		
Specimen (depending on the request of the Attending Physician)		Patient		
Official Receipt (1 original)		Medical Technology Supervisor (Navotas Medical and Wellness Center Laboratory section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Laboratory Request from prescribing Physician/ Agency to Reception Area	1. Receive, check and accept proper request format & patient sample considerations	None	2 Minutes	<i>Medical Technologist or Authorized Laboratory Aide</i> CHO
	1.1 Get patient's information and record	None	2 Minutes	
	1.2 Advise the	None		



	client to pay at the Cashier or Duly Authorized Staff			
2. Pay the required fees at the Cashier or Duly Authorized Staff  * Make sure to secure the Official Receipt that will be issued	2. Receive payment based on the schedule of fees  2.1 Issue Official Receipt	Please refer to the Schedule of Fees  None	2 Minutes	<i>Medical Technologist or Authorized Laboratory Aide CHO</i>
3. Proceed to Laboratory Extraction Area	3. Process <u>Routine</u> Clinical Microscopy procedures  3.1 Processing of <u>STAT</u> Clinical Microscopy procedures  3.2 Print the result	None  None  None	2 Hours ( <b>Routine</b> )  1 Hour ( <b>STAT</b> )  3 Minutes	<i>Medical Technologist CHO</i>
4. Return to Laboratory Reception area and wait for the release of results  4.1 Receive the result	4. Check the Official Receipt  4.1 Release the result	None  None	1 Minute	<i>Medical Technologist or Authorized Laboratory Aide CHO</i>
<b>TOTAL:</b>		Please refer to the Schedule of Fees	For <u>Routine</u> Clinical Microscopy procedures – 2 Hours and 10 Minutes  For <u>STAT</u> Clinical Microscopy procedures –	



		<b>1 Hour and 10 Minutes</b>	
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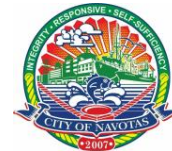
**Schedule of Fees:**

EXAMINATIONS	RESIDENT	NON-RESIDENT
<b>CLINICAL MICROSCOPY</b>		
Urinalysis	60.00	72.00
Fecalysis	60.00	72.00
Gram's stain	75.00	90.00
Pregnancy Test	75.00	90.00



### 5.3. ROUTINE BLOOD PROCEDURES (COMPLETE BLOOD COUNT, BLOOD TYPING, AND SEROLOGICAL TESTS)

<b>Office or Division:</b>	Laboratory Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons/patients in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Laboratory request of services (1 Original)		Attending Physician		
Specimen (depending on the request of the Attending Physician)		Patient		
Official Receipt – (1 Original)		Medical Technology Supervisor (Navotas Medical and Wellness Center Laboratory section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Laboratory Request from prescribing Physician/ Agency to Reception Area	1. Receive, check and accept proper request format	None	2 Minutes	<i>Medical Technologist or Authorized Laboratory Aide CHO</i>
	1.1 Get patient's information and record	None	2 Minutes	
	1.2 Advise the client to pay at the Cashier or Duly Authorized Staff	None		
2. Pay the required fees at the Cashier or Duly Authorized Staff	2. Receive payment based on the schedule of fees	Please refer to the Schedule of Fees	2 Minutes	<i>Medical Technologist CHO</i>
* Make sure to secure the Official Receipt that will be issued	2.1 Issue Official Receipt	None		
3. Proceed to Laboratory Extraction Area	3. Perform blood collection	None	5 Minutes	<i>Medical Technologist</i>



	3.1 Process <u>Routine</u> Blood procedures	None	3 Hours <b>(Routine)</b>	CHO
	3.2 Process <u>STAT</u> Blood procedures	None	1 Hour <b>(STAT)</b>	
	3.3 Print the result	None	3 Minutes	
4. Return to Laboratory Reception area and wait for the release of results	4. Check the Official Receipt	None	1 Minute	<i>Medical Technologist or Authorized Laboratory Aide</i>
4.1 Receive the result	4.1 Release the result	None		CHO
<b>TOTAL:</b>		Please refer to the Schedule of Fees	<b>For <u>Routine</u> blood procedures – 3 Hours and 15 Minutes</b>  <b>For <u>STAT</u> blood procedures – 1 Hour and 15 Minutes</b>	

#### Schedule of Fees:

EXAMINATIONS	RESIDENT	NON-RESIDENT
<b>HEMATOLOGY</b>		
CBC with platelet count	140.00	168.00
CBC with Blood Typing	140.00	168.00
CBC	140.00	168.00
Platelet Count	140.00	168.00
Hemoglobin	140.00	168.00
Hematocrit	140.00	168.00
<b>SEROLOGY &amp; BLOOD BANK</b>		
HBsAg	220.00	264.00
VDRL test	125.00	150.00
ABO with RH Typing	100.00	120.00
Drug Testing	250.00	300.00

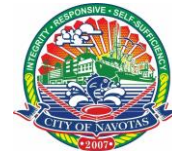




## 6. MAMMOGRAM SERVICES

Mammography is a valuable breast cancer screening tool, and can also aid in the early detection of other breast diseases. This can be availed by all women with a particular request coming from her attending physician.

<b>Office or Division:</b>	Mammography Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons/patients in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Mammogram request of services (1 original)		Requesting Attending Physician		
Official Receipt (1 original)		Mammogram Technician (Navotas Medical and Wellness Center Laboratory section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to admission and submit Mammogram request	1. Accept request and record the information	None	1 Minute	Mammogram Technician or Clerk CHO
	1.1 Advise the patient to pay to the Cashier/ Duly Authorized staff	None	1 Minute	
2. Pay Mammogram Fees to the Cashier  * Make sure to secure the Official Receipt	2. Receive payment based on the schedule of fees  2.1 Issue Official Receipts	Mammography fee – PHP 1,495.00 (Resident)  PHP 1,560.00 (Non-Resident)	1 Minute	Mammogram Technician or Clerk CHO
3. Proceed to Mammogram room	3. Perform Mammography	None	10 Minutes	Mammogram Technician or Clerk CHO
	3.1 Advise the patient to return after three (3)	None	1 Minute	



	days for the result			
	3.2 Reading of Mammography results  <i>*Actual reading of Mammography Physician shall be done during the 3-day period. The Internist is available only every Tuesday and Thursday</i>	None	Shall be done during the 3-day period	Mammography Physician CHO
4. Return to the Navotas Medical and Wellness Center Laboratory Section and claim the Mammography result	4. Record and issue the Mammography result	None	1 Minute	Mammogram Technician or Clerk CHO
<b>TOTAL:</b>		For Resident – PHP 1,495.00  For Non-Resident – PHP1,560.00	3 Days and 15 Minutes	

## 7. MATERNAL DELIVERY SERVICES

This is provided to pregnant mothers who prefer to deliver their babies to a public birthing home.

<b>Office or Division:</b>	Tanza Lying-in Clinic
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen



<b>Who may avail:</b>		Pregnant mothers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral form, if any (1 original)		Requesting Attending Physician		
Laboratory results: - Urinalysis (1 original) - Fecalysis (1 original)		Navotas Medical and Wellness Center Laboratory Section or any Laboratory Services Center		
Prenatal booklet or Maternal records		Health Center – Record Section		
MDR (1 photocopy)		Philhealth Office – Record Section (Caloocan Branch)		
Barangay Residency Certificate with Information and Communication Technology Office (ICTO) Verification (1 original)		Barangay where the client resides, Barangay Hall – Secretary’s Desk ICTO – Window, 1 <sup>st</sup> floor, Navotas City Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to admission and submit maternal record	1. Receive maternal record and get vital signs and advise to proceed to examination room	None	10 Minutes	Midwife CHO
2. Proceed to the examination room	2. Conduct Internal Examination to determine the dilatation of cervix and advise to proceed to delivery room	None	20 Minutes	Midwife CHO
3. Proceed to delivery room	3. Attend the delivery of patients  <i>*Delivery time depends upon the patient.</i>	None	*14 hours	Physician on call or Midwife CHO
	3.1 After delivery bring the patient to recovery room ward and monitor vital signs and status of	None	30 Minutes	Midwife CHO



	mother 3.2 Interview the patient for birth certificate filling and advise to pay to the Cashier	None	10 Minutes	Midwife CHO
4. Pay the fee to the Cashier	4. Receive payment and issue Official Receipt	Please refer to the Schedule of Fees	1 Minutes	Authorized Midwife CHO
5. Return to home	5. Perform discharge internal examination  5.1 Advice postpartum mother to return her baby for new born screening	None  None	2 Minutes  1 Minute	Midwife CHO
<b>TOTAL:</b>		<b>Please refer to the Schedule of Fees</b>	<b>15 hours, 14 Minutes</b>	

### Schedule of Fees:

PARTICULAR		AMOUNT OF FEES
<b>Normal Delivery Fee</b>		
Maternity Care Package for Birthing Home facility		
1. Actual Delivery Fee including Professional fee		6,500.00
2. Prenatal Care Fee		1,500.00
		<b>Total P 8,000.00</b>
<b>Payment of Fees on in-patients exceeding Philhealth Maternal Care Package and those out patients availing of follow up visits.</b>		
<b>Qty</b>	<b>Medical Supply</b>	
1 Bottle	IV Fluid (D5LR)	93.00
1 Pc	IV Cath g.18	20.00
1 Pc	Venuset	16.00
1 Pc	Straight Catheter	10.00
4 Pcs	Disposable Syringe	20.00
1 of 5ml	Lidocaine -5ml	20.00
1 Pc	Cord Clamp	15.00
1 Pc	Cotton Balls	24.00



1 Pc	Chromic 2-0 with needle	200.00
4 Pcs	Gloves	120.00
6 amp	Hyoscine amp	126.00
2 amp	Oxytocin amp	80.00
1 amp	Nalbuphine amp	39.00
2 Pcs	Wrist Tag	20.00
2 Pcs	Plaster	20.00
1 Pc	Betadine	50.00
3 Pcs	Sterile water	120.00
2 Pcs	Under Pad	40.00
	Oxygen at 1.5LPM/HR (6 at 35/hr)	210.00
1 Pc	Plastic Bag	10.00
3 Pcs	Bouffant Cap	12.00
3 Pcs	Disposable Mask	7.50
22 Packs	Surgical Gauze	80.00
1 Pc	Razor	25.00
1 lab	CBC	130.00
5 tab/cap	Mefenamic Acid tablet/capsule	10.00
5 tabs	Methergin	15.00
5 caps	Amoxicillin 500mg	25.00
	Miscellaneous (Instrumentation, Sterilization, DR stac etc.)	2,000.00
<b>Payment of fees of in-patients exceeding Philhealth Newborn Care Package and those Out-Patients availing of follow up visits</b>		
<b>Qty</b>	<b>Medical Supply</b>	
1 Pc	Cord Clamp	15.00
3 Pcs	Disposable syringe	15.00
1 Pc	Wrist tag	15.00
1 Bot	Vitamins	40.00
1 tube	Erythromycin Ophthalmic	195.00
1 Pcs	Gloves	60.00
1 Pc	Disposable Blade No. 10	10.00
1 Set	Birth Certificate	20.00
4	Pre pads/cotton balls with antiseptic solution	6.00
	Miscellaneous (Instrumentation, Sterilization, etc.)	500.00
1	Newborn Screening	600.00
<b>Newborn Care Package for Birthing Home Facility</b>		
1. Newborn care		
EINC Vaccines		500.00
Professional Fee		500.00
2. Newborn Screening Test		550.00
3. Newborn Hearing Test		200.00
		<b>Total P 1,750.00</b>

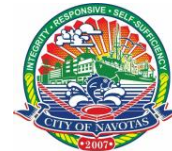
## 8. MEDICAL CONSULTATION

A physician reviews a patient's medical history, examines the patient, and makes recommendations as to care and treatment.

<b>Office/Division:</b>	City Health Office (CHO)
<b>Classification:</b>	Simple



<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Updated Philhealth Members Data Record with Navotas address (1 photocopy)		Philhealth Office Record Section – Caloocan Branch, 5 <sup>th</sup> floor, Victory mall, Caloocan City		
4Ps ID (1 original)		CSWDO – Pantawid Pamilyang Pilipino Office – Front Desk, Navotas City Hall Annex, Navotas City		
Senior Citizen ID (1 original)		Navoserve Unit – Table 8, Navotas City Hall Annex, Navotas City		
Patient Card (1 original)		Health center of respective barangay – Record Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to Admission and secure a queuing number	1. Get the queuing number from the patient  1.1 Get the patient's general information, weight and vital signs	None	8 Minutes	<i>Barangay Health Worker or Encoder CHO</i>
2. Wait for the instruction of the Midwife or Barangay Health Worker	2. Get the patient's medical records and advise to proceed to the waiting area	None	1 Minute	<i>Midwife or Barangay Health Worker CHO</i>
3. Proceed to Doctor's Room	3. Conduct medical consultation or provide treatment and inform the patient to proceed to Nurse table	None	10 Minutes	<i>Physician CHO</i>



4. Proceed to the Nurse table	4. Give instructions for medications  4.1 Discharge the patient	None	5 Minutes	Nurse CHO
<b>TOTAL:</b>		<b>None</b>	<b>24 Minutes</b>	

## 9. NEWBORN SCREENING SERVICES

This is given to newborn babies within 24 hours to 3 days after birth to screen for congenital diseases.

<b>Office or Division:</b>	Tanza Lying-in Clinic			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Newborns			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Baby's booklet		Health Center – Record Section		
MDR of mother (1 photocopy)		Philhealth Office – Record Section, Caloocan Branch		
Barangay Residency Certificate of mother with Information and Communication Technology Office (ICTO) Verification (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk ICTO Window, 1 <sup>st</sup> floor, Navotas City Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the baby for screening	1. Conduct interview with the mother / child bearer	None	5 Minutes	Trained Midwife CHO
	1.1 Perform New Born Screening Procedure	None	10 Minutes	Trained Midwife CHO
	1.2 Advise the client to return after fourteen (14) working days or three (3) weeks for the result as per National	None	1 Minute	Midwife CHO



	Health Institute schedule.			
2. Pay the required fee at the cashier  * Make sure to secure the Official Receipt that will be issued.	2. Accept payment and issue Official Receipt	Please refer to the Schedule of Fees	2 Minutes	Authorized Midwife CHO
3. Return to Tanza Lying -In for the result of the new born screening	3. Release the New Born Screening Result	None	1 Minute	Midwife CHO
<b>TOTAL:</b>		<b>Please refer to the Schedule of Fees</b>	<b>19 Minutes</b>	

### Schedule of Fees:

PARTICULAR		AMOUNT OF FEES
<b>Payment of fees of in-patients exceeding Philhealth Newborn Care Package and those Out-Patients availing of follow up visits</b>		
<b>Qty</b>	<b>Medical Supply</b>	
1 Pc	Cord Clamp	15.00
3 Pcs	Disposable syringe	15.00
1 Pc	Wrist tag	15.00
1 Bot	Vitamins	40.00
1 tube	Erythromycin Ophthalmic	195.00
1 Pcs	Gloves	60.00
1 Pc	Disposable Blade No. 10	10.00
1 Set	Birth Certificate	20.00
4	Pre pads/cotton balls with antiseptic solution	6.00
	Miscellaneous (Instrumentation, Sterilization, etc.)	500.00
1	Newborn Screening	600.00
<b>Newborn Care Package for Birthing Home Facility</b>		
1.	Newborn care	
	EINC Vaccines	500.00
	Professional Fee	500.00
2.	Newborn Screening Test	550.00
3.	Newborn Hearing Test	200.00
		<b>Total P 1,750.00</b>





## 10. PRIMARY HEALTH CARE SERVICES

The Primary Health Care Services are the provision of ambulatory or first-level of personal health care services including diagnosis and treatment of health condition, and support in managing long-term healthcare. These provide all people with access to essential health services in the community.

### 10.1. DENTAL CONSULTATION

An assessment of patient's oral health by a dentist in a health unit and provides treatment options depending on the patients' complaints.

<b>Office/Division:</b>	City Health Office (CHO)		
<b>Classification:</b>	Simple		
<b>Type of Transaction</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Updated Philhealth Members Data Record with Navotas address (1 photocopy)		Philhealth Office-Record Section – Caloocan Branch, 5 <sup>th</sup> floor, Victory mall, Caloocan City	
4Ps ID (1 original)		CSWDO – Pantawid Pamilyang Pilipino Office – Front Desk, Navotas City Hall Annex, Navotas City	
Senior Citizen ID (1 original)		Navoserve Unit – Table 8, Navotas City Hall Annex, Navotas City	
Patient Card (1 original)		Health center of respective barangay – Record Section	

#### 10.1.1. PROCEDURE FOR TOOTH EXTRACTION OF ANY PATIENT WHO NEEDED THIS SERVICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Admission and secure a queuing number	1. Get the queuing number from the patient	None	8 Minutes	<i>Dentist or Dental Aide CHO</i>
	1.1 Get the patient's general information, weight and vital signs	None		



2. Wait for the instruction of the Dental Aide	2. Get the patient's dental records and advise to proceed to the waiting area	None	1 Minute	Dental Aide CHO
3. Proceed to the Dentist Room	3. Perform the following:  3.1 Oral examination  3.2 Other applicable procedure  3.3 Tooth/ Teeth extraction (depends on the patient's tooth anatomy)	None  None  None  None	3 Minutes  15 Minutes	Dentist CHO
4. Proceed to the Dentist table	4. Prescribe medicines to patient. Give instructions and oral health care advice  4.1 Discharge the patient	None  None	5 Minutes	Dentist CHO
<b>TOTAL:</b>		<b>None</b>	<b>32 Minutes</b>	

### 10.1.2. PROCEDURE FOR FLOURIDE APPLICATION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Admission and secure a queuing number	1. Get the queuing number from the patient  1.1 Get the patient's	None  None	8 Minutes	Dentist or Dental Aide CHO



	general information, weight and vital signs			
2. Wait for the instruction of the Dental Aide	2. Get the patient's dental records and advise to proceed to the waiting area	None	1 Minute	<i>Dental Aide</i> CHO
3. Proceed to the Dentist Room	3. Perform the following:  3.1 Oral examination  3.2 Fluoride Varnish Application	None  None  None	3 Minutes  5 Minutes	<i>Dentist</i> CHO
4. Proceed to the Dentist table	4. Provide oral health care advice  4.1 Discharge the patient	None  None	5 Minutes	<i>Dentist</i> CHO
<b>TOTAL:</b>		<b>None</b>	<b>22 Minutes</b>	

### 10.1.3. PROCEDURE FOR ORAL EXAMINATION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Admission and secure a queuing number	1. Get the queuing number from the patient  1.1 Get the patient's general information, weight and vital signs	None  None	8 Minutes	<i>Dentist</i> Or <i>Dental Aide</i> CHO



2. Wait for the instruction of the Dental Aide	2. Get the patient's dental records and advise to proceed to waiting area	None	1 Minute	<i>Dental Aide</i> CHO
3. Proceed to the Dentist Room	3. Perform oral examination	None	5 Minutes	<i>Dentist</i> CHO
4. Proceed to the Dentist table	4. Prescribe medicines to patient. Give instructions and oral health care advice.  4.1 Discharge the patient	None  None	5 Minutes	<i>Dentist</i> CHO
<b>TOTAL:</b>		<b>None</b>	<b>19 Minutes</b>	

#### 10.1.4. PROCEDURE FOR PREGNANT MOTHER ORAL CHECK UP

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Admission and secure a queuing number	1. Get the queuing number from the patient  1.1 Get the patient's general information, weight and vital signs	None  None	8 Minutes	<i>Dentist</i> or <i>Dental Aide</i> CHO



2. Wait for the instruction of the Dental Aide	2. Get the patient's dental records and advise to proceed to the waiting area	None	1 Minute	<i>Dental Aide</i> CHO
3. Proceed to the Dentist Room	3. Perform the following:  3.1 Oral examination  3.2 Other applicable procedure  3.3 Oral Prophylaxis/Scaling	None  None  None  None	3 Minutes  22 Minutes	<i>Dentist</i> CHO
4. Proceed to the Dentist table	4. Provide oral health care advice  4.1 Discharge the patient	None  None	5 Minutes	<i>Dentist</i> CHO
<b>TOTAL:</b>		<b>None</b>	<b>39 Minutes</b>	

### 10.1.5. PROCEDURE FOR SEALANT APPLICATION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Admission and secure a queuing number	1. Get the queuing number from the patient  1.1 Get the patient's general information, weight and vital signs	None  None	8 Minutes	<i>Dental Aide</i> CHO



2. Wait for the instruction of the Dental Aide	2. Get the patient dental records and advise to proceed to the waiting area	None	1 Minute	Dental Aide CHO
3. Proceed to the Dentist Room	3. Perform the following:  3.1 Oral examination  3.2 Sealant Application	None  None  None	3 Minutes  5 Minutes	Dentist CHO
4. Proceed to the Dentist table	4. Provide oral health care advice  4.1 Discharge the patient	None  None	5 Minutes	Dentist CHO
<b>TOTAL:</b>		<b>None</b>	<b>22 Minutes</b>	

## 11. RADIOLOGY SERVICES

Radiology Services is a medical specialty service that uses medical imaging to diagnose and treat disease within the body of a human wherein the results are read by a radiologist. This can be availed by patient with a particular request coming from his/her attending physician.

<b>Office or Division:</b>	Diagnostic Radiology Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons/patients in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
X-ray request of services (1 original)		Requesting Attending Physician		
Official Receipt (1 original)		Radiology Technician (Navotas Medical and Wellness Center Laboratory section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Go to admission and submit X-ray request	1. Accept the request and record the information	None	1 Minute	<i>X-ray Attendant or Clerk</i> CHO
	1.1 Advise the patient to pay to the Cashier/ Duly Authorized staff	None	1 Minute	
2. Pay the X-ray Fees at the Cashier	2. Receive payment based on the schedule of fees	Please refer to the schedule of fees	1 Minute	<i>X-ray Attendant or Clerk</i> CHO
* Make sure to secure the Official Receipt that will be issued	2.1 Issue Official Receipts	None		
3. Proceed to X-ray room	3. Perform X-ray examination	None	10 Minutes	<i>X-ray Technician</i> CHO
	3.1 Advise the patient to return after three (3) days for the result	None	1 Minute	<i>X ray attendant or Clerk</i> CHO
	3.2 Reading of X-ray results  * <i>Actual reading of x-ray films shall be done during the 3-day period. The Radiologist is available only every Tuesday and Thursday.</i>	None	Shall be done during the 3-day period	<i>Radiologist</i> CHO
4. Return to the Navotas Medical and Wellness	4. Record and issue the X-ray result	None	1 Minute	<i>X-ray Attendant or Clerk</i>



Center Laboratory Section and claim the X-ray result				CHO
<b>TOTAL:</b>		<b>Please refer to the schedule of fees</b>	<b>3 Days and 15 Minutes</b>	

### Schedule of Fees:

EXAMINATION	RESIDENT	NON-RESIDENT
<b>RADIOLOGY SERVICE FEES</b>		
1. Chest PA/LAT (adult)	400.00	468.00
2. Chest AP/LAT (pedia)	300.00	360.00
3. Chest Aico-Lordotic View	400.00	468.00
4. Chest PA view	250.00	300.00
5. Skull AP/LAT	300.00	360.00
6. PNS (paranasal series)	680.00	816.00
7. Neck AP/LAT (Cervical)	300.00	360.00
8. Shoulder Joint AP	300.00	360.00
9. Arm AP/LAT	300.00	360.00
10. Fore arm AP/LAT	300.00	360.00
11. Elbow Joint AP/LAT	300.00	360.00
12. Hand/Wrist AP/LAT	300.00	360.00
13. Thoracic Cage AP/LAT	400.00	468.00
14. Thoraco-lumbar AP/LAT	400.00	468.00
15. Lumbo-sacral AP/LAT	400.00	468.00
16. Plain Abdomen	300.00	360.00
17. Pelvis AP	300.00	360.00
18. Femur AP/LAT	300.00	360.00
19. Knee Joint AP/LAT	300.00	360.00
20. Leg AP/LAT	300.00	360.00
21. Foot AP/LAT	300.00	360.00
22. Foot AP/Oblique	300.00	360.00
23. Ankle AP/LAT	300.00	360.00
24. Heel Bone	300.00	360.00





## 12. SANITATION SERVICES

### 12.1. ISSUANCE OF CERTIFICATE OF WATER POTABILITY

The Certificate of Water Potability is issued to Water Refilling Station and Manufacturing businesses to ensure the water quality of their products.

<b>Office or Division:</b>	Sanitation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Water Refilling Station Managers and Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Water Laboratory Analysis Results <ul style="list-style-type: none"> <li>• Microbiological Result (1 photocopy)</li> <li>• Physico-Chemical Result (1 photocopy)</li> </ul>		Water Testing Laboratory		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at Navotas Medical and Wellness Center – Sanitation Division	1. Receive and evaluate the submitted documents	None	6 Minutes	Sanitation Inspector CHO
* Make sure to secure the Order of Payment that will be issued	1.1 Issue Order of Payment and advise the client to pay at the City Treasurer's Office (CTO)	None		
	1.2 Prepare the Certificate of Water Potability	None		
2. Proceed to Navotas City Hall and pay at the CTO – Window 5 or 6	2. Receive payment based on the Order of Payment	Water Refilling Station – PHP 50.00	10 Minutes	Cashier CTO
* Make sure to secure the Official Receipt that will be issued	2.1 Issue Official	Manufacturing Business –		



	Receipt	PHP 100.00		
3. Return to Navotas Medical and Wellness Center Sanitation Division and present the Official Receipt	4. Record the Official Receipt Number	None	3 Minutes	<i>Sanitation Inspector</i> CHO
	4.1 Approve Certificate of Water Potability for issuance	None		<i>City Health Officer</i> or <i>Chief Sanitation Officer</i> CHO
3.1 Receive the Certificate of Water Potability	4.2 Issue Certificate of Water Potability	None		<i>Sanitation Inspector</i> CHO
<b>TOTAL:</b>		<b>For Water Refilling Station – PHP 50.00</b>  <b>For Manufacturing Business – PHP 100.00</b>	<b>19 Minutes</b>	

## 12.2. ISSUANCE OF EXHUMATION PERMIT

The Exhumation Permit is given to the relatives of a dead person who wishes to exhume the corpse for transferring to other cemetery or to add another corpse in the tomb.

<b>Office or Division:</b>	Sanitation Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Relative of the Dead
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Death Certificate (1 original or photocopy)	Public or Private Hospitals/ Funeral Parlors – Secretary's Desk



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document at Navotas Medical and Wellness Center – Sanitation Division	1. Receive and evaluate the submitted document  1.1 Prepare the Exhumation Permit  1.2 Advise the client to go to cemetery for verification and approval	None  None  None	5 Minutes	<i>Administrative Aide</i> CHO
2. Proceed to the Cemetery for verification of the remains	2. Assist the client to verify the remains of the dead	None	30 Minutes	<i>Cemetery Staff</i> City Cemetery Office
3. Return to Navotas Medical and Wellness Office – Sanitation Division  * Make sure to secure the Order of Payment that will be issued	3. Issue the Order of Payment and advise the client to pay at the City Treasurer's Office (CTO)	None	2 Minutes	<i>Administrative Aide</i> CHO
4. Proceed to Navotas City Hall and pay at the CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued	4. Receive payment based on the Order of Payment  4.1 Issue the Official Receipt	Exhumation Permit fee – PHP 200.00  None	10 Minutes	<i>Cashier</i> CTO
5. Return to Navotas Medical and Wellness Office	5. Check the Official Receipt  5.1 Approve to	None  None	3 Minutes	<i>City Health Officer</i> CHO



and present the Official Receipt	exhume the remains once verified by the cemetery staff			
3.1 Receive the Exhumation Permit	5.2 Issue the Exhumation Permit	None		Chief Sanitation Officer or Sanitation Officer CHO
<b>TOTAL:</b>		<b>PHP 200.00</b>	<b>50 Minutes</b>	

### 12.3. ISSUANCE OF HEALTH CERTIFICATES FOR FOOD HANDLERS

The Health Certificate is issued to individuals employed in a food establishment to certify that the individual is FIT TO WORK and has no disease that can be transferred in food or water.

<b>Office or Division:</b>	Sanitation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Workers of Food Establishments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
X-ray result (1 original)		Navotas City Hospital/ Navotas Medical and Wellness Center – Laboratory Section / Private Laboratories		
Laboratory results - Urinalysis (1 original) - Fecalalysis (1 original)		Navotas City Hospital/ Navotas Medical and Wellness Center-Laboratory Section/ Private Laboratories		
1x1 ID picture (1 piece)		Any Photography Shop		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at Navotas Medical and Wellness Center – Sanitation Division	1. Receive the required documents and evaluate for completeness  1.1 Record the data of client in log book.	None  None  None	5 Minutes	Sanitation Inspector CHO



	1.2 Fill out Health Certificate and Certificate of Attendance			
2. Secure Order of Payment	2. Issue Order of Payment	None	1 Minute	Sanitation Inspector CHO
3. Proceed to Business One Stop Shop (BOSS) for Mayor's Occupational Permit  3.1 Proceed to City Treasurer's Office (CTO) Window 5 or 6 for payment  * Make sure to secure the Official Receipt that will be issued.	3. Process the Occupational Permit  3.1 Receive the payment and issue Official Receipt	None  Health Certificate fee – PHP 50.00  Seminar on Food Handling fee – PHP 50.00  Mayor's Occupational Permit fee – PHP 50.00	1 Hour	Frontline Service Provider BPLO  Cashier CTO
4. Return to Navotas Medical and Wellness Center – Sanitation Division and present the Official Receipt	4. Record the Official Receipt Number	None	1 Minute	Sanitation Inspector CHO
5. Attend the seminar on food handling at Navotas Medical and Wellness Center –	5. Conduct seminar on food handling, food sanitation and personal	None	45 Minutes	Sanitation Inspector CHO



Sanitation Division	hygiene			
6. Receive the Health Certificate and Medical Results	6. Release Health Certificate and Medical Results	None	1 Minute	Sanitation Inspector CHO
<b>TOTAL:</b>		<b>PHP 150.00</b>	<b>1 Hour and 53 Minutes</b>	

## 12.4. ISSUANCE OF HEALTH CERTIFICATES FOR NON-FOOD HANDLERS

The Health Certificate is given to individuals employed in a non-food establishment to certify that the individual is fit to work and has no communicable disease.

<b>Office or Division:</b>	Sanitation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Workers of Non-Food Establishments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
X-ray result (1 original)		Navotas City Hospital/ Navotas Medical and Wellness Center – Laboratory Section / Private Laboratories		
Laboratory results - Urinalysis (1 original) - Fecalysis (1 original)		Navotas City Hospital/ Navotas Medical and Wellness Center – Laboratory Section / Private Laboratories		
1 1x1 ID picture (1 piece)		Any Photography Shops		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at Navotas Medical and Wellness Center – Sanitation Division	1. Receive the required documents and evaluate for completeness	None	5 Minutes	Sanitation Inspector CHO
	1.1 Record the data of client in log book.	None		
	1.2 Fill out Health Certificate and Certificate of			



	Attendance			
2. Secure Order Payment	2. Issue Order of Payment	None	1 Minute	<i>Sanitation Inspector</i> CHO
3. Proceed to Business One Stop Shop (BOSS) for Mayor's Occupational Permit	3. Process the Occupational Permit	None	1 Hour	<i>Frontline Service Provider</i> BPLO
3.1 Proceed to City Treasurer's Office (CTO) Window 5 or 6 for payment  * Make sure to secure the Official Receipt that will be issued.	3.1 Receive the payment and issue Official Receipt	Health Certificate fee – PHP 50.00  Seminar on HIV/AIDS fee – PHP 50.00  Mayor's Occupational Permit fee – PHP 50.00		<i>Cashier</i> CTO
4. Return to the Sanitation Office at Navotas Medical and Wellness Center – Sanitation Division and present the Official Receipt	4. Record the Official Receipt Number	None	1 Minute	<i>Sanitation Inspector</i> CHO
5. Attend seminar on HIV/AIDS at Navotas Medical and Wellness Center – Sanitation Division	5. Conduct seminar on HIV/AIDS	None	45 Minutes	<i>Trained Nurse or Peer Educator</i> CHO



6. Receive the Health Certificate and Medical Results	6. Release Health Certificate and Medical Results	None	1 Minute	<i>Sanitation Inspector</i> CHO
<b>TOTAL:</b>		<b>PHP150.00</b>	<b>1 Hour and 53 Minutes</b>	

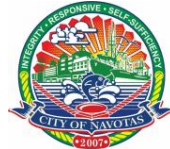
## 12.5. ISSUANCE OF SANITARY PERMIT

### 12.5.1. NEW APPLICANT

The Sanitary Permit is issued to new applicant of business establishments in Navotas City to certify that the establishment follows all the laws and regulation concerning sanitation.

<b>Office or Division:</b>		Sanitation Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All business of establishments in Navotas City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly paid business permit application (1 original)		City Business Permit Licensing Office – Releasing Window, BOSS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required document at Navotas Medical and Wellness Center – Sanitation Division	1. Receive and evaluate the submitted document	None	5 Minutes	<i>Sanitation Inspector</i> CHO
2. Proceed to waiting area and wait to be called	2. Record and process Sanitary Permit, then endorse to the Chief Sanitation Officer for approval to issue sanitary permit  2.1 Approve the issuance of Sanitary Permit	Payment is included in the Business Permit assessment of fees	6 Minutes	<i>Sanitation Inspector</i> CHO  <i>Chief Sanitation Officer</i> CHO





3. Receive the Sanitary Permit	3. Release the Sanitary Permit	None	1 Minute	Sanitation Inspector CHO
<b>TOTAL:</b>		<b>Please refer to the Schedule of Fees</b>	<b>12 Minutes</b>	

### Schedule of Fees:

CITY ORDINANCE NO. 2017-18

#### ARTICLE 5 – SANITARY INSPECTION AND HEALTH CERTIFICATE FEES

SECTION 297 - Sanitary Inspection Fee – Every owner/operator or business, industrial, commercial, or agricultural establishments, accessoria, building or house for rent shall secure sanitary certificate or permit for the purpose of supervision and enforcement of existing rules and regulations on sanitation and safety of the public upon payment to the City Treasurer of an annual fee with the following schedule:

a) Aircraft and water companies	₱500.00
b) Financial Institutions, such as banks, pawnshops, money shops, insurance companies, finance and other investment companies, dealers in securities and foreign exchange dealers: Main Office Every branch thereof	250.00 200.00
c) Gasoline service/filling stations	500.00
d) Private Hospitals	1,500.00
e) Medical Clinics and Dental Animal Hospitals	500.00
f) Dwellings and other spaces for lease or rent	
1) Hotels, motels, apartels, pension inns, drive inns: With 150 or more rooms With 100 to 149 rooms With 50 to 99 rooms With 25 to 49 rooms With less than 25 rooms	800.00 600.00 400.00 300.00 200.00
2) Apartments, per door	20.00
3) Houses for rent	20.00
4) Dormitories, lodging or boarding houses, with accommodations for: 40 or more boarders or lodgers 15 to 39 boarders or lodgers Less than 15 boarders or lodgers	400.00 250.00 150.00
g) Institutions of learning	600.00
h) Media facilities	150.00
i) Telegraph, teletype, cable and wireless communication companies	150.00
j) Telephone/electric and power companies: Main Office Every branch/station thereof	400.00 200.00
k) Administration offices, display offices, and/or office of professionals	100.00
l) Peddler	20.00
m) Lending investors	200.00
n) All other business, industrial, commercial, agricultural establishments not specifically mentioned above: With an area of 1,000 sq. m. or more	1,000.00



500 or more but less than 1,000 sq. m.	800.00
200 or more but less than 500 sq. m.	500.00
100 or more but less than 200 sq. m.	300.00
50 or more but less than 100 sq. m.	200.00
25 or more but less than 50 sq. m.	100.00
Less than 25 sq. m.	50.00

In the case where a single person, partnership or corporation conducts or operates two or more businesses in one place or establishment, the sanitary inspection permit fee shall be imposed on the business with the highest rate.

## 12.5.2. RENEWAL APPLICANT

The Sanitary Permit is issued to registered business establishments for renewal of its business permit in Navotas City, to certify that the establishment follows all the laws and regulation concerning sanitation.

<b>Office or Division:</b>	Sanitation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All business of establishments in Navotas City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly paid business permit application (1 original)		City Business Permit Licensing Office – Releasing Window, BOSS		
<b>Water Refilling Station</b>				
Health Certificate (1 photocopy)		City Health Office – Sanitation Division		
Certificate of Water Potability (1 photocopy)		City Health Office – Sanitation Division		
Water Laboratory Analysis Results - Microbiological Result (1 photocopy) - Physico-Chemical Result (1 photocopy)		Water Testing Laboratory		
<b>Maternity Clinic</b>				
PhilHealth Accreditation (1 photocopy)		Philhealth Office – Accreditation Division, Caloocan Branch		
DOH License to Operate (1 photocopy)		Department of Health – License Division		
Memorandum of Agreement with accredited waste hauler (1 photocopy)		Department of Health – License Division Accredited Waste Hauler		
<b>Laboratory</b>				
DOH License to Operate (1 photocopy)		Department of Health – License Division		
Memorandum of Agreement with accredited waste hauler (1 photocopy)		Department of Health – License Division Accredited Waste Hauler		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit the required documents at Navotas Medical and Wellness Center – Sanitation Division	1. Receive the required documents for evaluation	None	5 Minutes	Sanitation Inspector CHO
2. Proceed to waiting area and wait to be called	2. Record and process Sanitary Permit, then endorse to the Chief Sanitation Officer for approval to issue sanitary permit  2.1 Approve the issuance of Sanitary Permit	Payment is included in the Business Permit assessment of fees  None	5 Minutes	Sanitation Inspector CHO  Chief Sanitation Officer CHO
3. Receive the Sanitary Permit	3. Release the Sanitary Permit	None	1 Minute	Sanitation Inspector CHO
<b>TOTAL:</b>		<b>Please refer to the Schedule of Fees</b>	<b>11 Minutes</b>	

### **Schedule of Fees:**

CITY ORDINANCE NO. 2017-18

### **ARTICLE 5 – SANITARY INSPECTION AND HEALTH CERTIFICATE FEES**

SECTION 297 - Sanitary Inspection Fee – Every owner/operator or business, industrial, commercial, or agricultural establishments, accessoria, building or house for rent shall secure sanitary certificate or permit for the purpose of supervision and enforcement of existing rules and regulations on sanitation and safety of the public upon payment to the City Treasurer of an annual fee with the following schedule:

a) Aircraft and water companies	₱500.00
b) Financial Institutions, such as banks, pawnshops, money shops, insurance companies, finance and other investment companies, dealers in securities and foreign exchange dealers: Main Office Every branch thereof	250.00 200.00
c) Gasoline service/filling stations	500.00



d) Private Hospitals	1,500.00
e) Medical Clinics and Dental Animal Hospitals	500.00
f) Dwellings and other spaces for lease or rent	
1) Hotels, motels, apartels, pension inns, drive inns:	
With 150 or more rooms	800.00
With 100 to 149 rooms	600.00
With 50 to 99 rooms	400.00
With 25 to 49 rooms	300.00
With less than 25 rooms	200.00
2) Apartments, per door	20.00
3) Houses for rent	20.00
4) Dormitories, lodging or boarding houses, with accommodations for:	
40 or more boarders or lodgers	400.00
15 to 39 boarders or lodgers	250.00
Less than 15 boarders or lodgers	150.00
g) Institutions of learning	600.00
h) Media facilities	150.00
i) Telegraph, teletype, cable and wireless communication companies	150.00
j) Telephone/electric and power companies:	
Main Office	400.00
Every branch/station thereof	200.00
k) Administration offices, display offices, and/or office of professionals	100.00
l) Peddler	20.00
m) Lending investors	200.00
n) All other business, industrial, commercial, agricultural establishments not specifically mentioned above:	
With an area of 1,000 sq. m. or more	1,000.00
500 or more but less than 1,000 sq. m.	800.00
200 or more but less than 500 sq. m.	500.00
100 or more but less than 200 sq. m.	300.00
50 or more but less than 100 sq. m.	200.00
25 or more but less than 50 sq. m.	100.00
Less than 25 sq. m.	50.00

In the case where a single person, partnership or corporation conducts or operates two or more businesses in one place or establishment, the sanitary inspection permit fee shall be imposed on the business with the highest rate.

## 12.6. ISSUANCE OF TRANSFER PERMIT

The Sanitary Permit is given to the relatives of a dead person (died in Navotas City) who wish to transfer the dead to other place or to transfer an exhumed corpse.

<b>Office or Division:</b>	Sanitation Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Relative of the Dead
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Death Certificate (1 original or photocopy)	Public or Private Hospitals/ Funeral Parlors – Secretary's Desk
Exhumation Permit (1 original or photocopy)	City Health Office – Sanitation Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document to Navotas Medical and Wellness Center – Sanitation Division	1. Receive and evaluate the submitted document  1.1 Prepare the Transfer permit  1.2 Advise the client to go to cemetery for verification and approval	None  None  None	5 Minutes	<i>Administrative Aide</i> CHO
2. Proceed to the Cemetery for verification of the remains	2. Assist the client to verify the remains of the dead	None	30 Minutes	<i>Cemetery Staff</i> City Cemetery Office
3. Return to Navotas Medical and Wellness Center – Sanitation Division  * Make sure to secure the Order of Payment that will be issued	3. Issue the Order of Payment and advise the client to pay at the City Treasurer's Office (CTO)	None	2 Minutes	<i>Administrative Aide</i> CHO
4. Proceed to Navotas City Hall and pay at the CTO Window 5 or 6  * Make sure to secure the Official Receipt that will be issued	4. Receive payment based on the Order of Payment  4.1 Issue the Official Receipt	Transfer Permit fee – PHP 200.00  None	20 Minutes	<i>Cashier</i> CTO
5. Proceed to the City	5. Conduct	None	2 Minutes	<i>City Health</i>



Health Officer for interview	interview and approve the issuance of transfer permit			Officer CTO
6. Return to Sanitation Office to claim the Transfer Permit	6. Issue the Transfer Permit	None	1 Minute	Sanitation Inspector CHO
<b>TOTAL:</b>		<b>Php 200.00</b>	<b>1 Hour</b>	

## 12.7. REVIEW AND APPROVAL OF DEATH CERTIFICATE

Prior the issuance of Death Certificate of an individual who died in hospitals, in medical facilities, at home or in public places, a member of the bereaved family shall be interviewed by the City Physician.

<b>Office or Division:</b>	Sanitation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Relative of the Dead			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Death Certificate (4 original)		Public and Private Hospital, Funeral Homes		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at Navotas Medical and Wellness Center – Sanitation Division	1. Receive and evaluate the submitted document  1.1 Advise the client to proceed to physician's office for interview	None  None	1 Minute	Sanitation Inspector CHO
2. Proceed to Physician's Office	2. Review and approve the issuance of Death Certificate	None	1 Minute	Physician CHO



3. Proceed to Record Section and submit the Death Certificate for encoding	3. Encode the time and cause of death on the Death Certificate	None	2 Minutes	Record Officer CHO
4. Receive 3 copies of death certificate	4. Release 3 copies of Death Certificates to the client and leave a copy for record purposes	None	1 Minute	Record Officer CHO
<b>TOTAL:</b>		<b>None</b>	<b>5 Minutes</b>	

### 13. SOCIAL HYGIENE CLINIC SERVICES

These services offer consultation, and provide caring and confidential treatment to an individual in a private setting.

#### 13.1. HIV AIDS SERVICES

<b>Office or Division:</b>	Social Hygiene Clinic			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons/patients in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral form (1 original)		Requesting Attending Rehabilitation Physician		
Test Results (1 original)		From Other Referring clinics or any Laboratories		
Any valid ID (1 original)		SSS, GSIS, BIR, MDR, COMELEC – Registration Division, CSWDO – 4Ps Office – Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to admission and submit referral letter (if any) at Navotas Medical and Wellness Center – Social Hygiene Clinic	1. Accept the referral letter and record the general information	None	5 Minutes	Peer Educator CHO
2. Proceed to the	2. Examine the	None	10 Minutes	Physician



consultation room	patient and give treatment to patient			CHO
3. Proceed to seminar room	3. Provide HIV AIDS lecture	None	30 Minutes	<i>Nurse or Peer Educator</i> CHO
	3.1 Provide counselling prior to HIV Testing	None	30 Minutes	
4. Proceed to testing area	4. Perform HIV Testing, RPR (Syphilis), Gonorrhea and Non-Gonorrhea Testing	None	30 Minutes	<i>Medical Technologist</i> CHO
* Make sure to secure the order of payment that will be issued.	4.1 Issue order of payment and advice to pay at the Cashier	None		
5. Pay at the Cashier	5. Accept payment and issue Official Receipt	Please refer to the Schedule of Fees	5 Minutes	<i>Cashier</i> CHO
6. Secure the result and return to the Counselling room	6. Provide post counselling	None	15 Minutes	<i>Nurse or Peer Educator</i> CHO
<b>TOTAL:</b>		<b>Please refer to the Schedule of Fees</b>	<b>2 Hours and 5 Minutes</b>	

### **Schedule of Fees:**

CITY ORDINANCE NO. 2015-08  
ANNEX 4





Send Out Laboratory Specimen	HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	WARD/OPD	PRIVATE/ER	WARD/OPD	PRIVATE/ER
<b>Serology</b>				
ANA	855.00	890.00	1026.00	1068.00
ANA w/ dilution	1,265.00	1,320.00	1518.00	1584.00
Arterial Bld Gas	230.00	240.00	276.00	288.00
ASO	335.00	350.00	402.00	420.00
CMV Screening	920.00	960.00	1104.00	1152.00
CRP w/ dilution	590.00	615.00	708.00	738.00
Dengue NSI	1,495.00	1,560.00	1794.00	1872.00
D-Dimer	3,220.00	3,360.00	3864.00	4032.00
H. Pylori IGM (Quanti)	2,300.00	2,400.00	2760.00	2880.00
H. Pylori IGG ( Quanti)	2,300.00	2,400.00	2760.00	2880.00
HIV (AIDS) Quantitative	1,035.00	1,080.00	1242.00	1296.00
HIV (AIDS) Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	1,035.00	1,080.00	1242.00	1296.00
HSV Screening	920.00	960.00	1104.00	1152.00
Rheumatoid Factors	290.00	300.00	348.00	360.00
RA/RF	290.00	300.00	348.00	360.00
RA/RF w/ dilution	590.00	615.00	708.00	738.00
Rubella Screening	920.00	960.00	1104.00	1152.00
TORCH TEST 4 parameters screening	2,875.00	3,000.00	3450.00	3600.00
Toxoplasma Screening	920.00	960.00	1104.00	1152.00
TP-PA Quali	505.00	525.00	606.00	630.00
TP-PA w/ dilution	1,725.00	1,800.00	2070.00	2160.00
Typhidot	1,150.00	1,200.00	1380.00	1440.00

## 13.2. ISSUANCE OF HEALTH CERTIFICATE FOR FEMALE SEX WORKERS

<b>Office or Division:</b>	Social Hygiene Clinic
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Workers from beer houses, bars, and restaurants, disco pubs dancers
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Community Tax Certificate (Cedula) (1 original, 1 photocopy)	City Treasurer's Office – Window 7 to 10, 2 <sup>nd</sup> floor Navotas City Hall
Police Clearance (1 original)	Navotas City Police Station – Police Clearance Section
1x1 ID Picture (2 pieces)	Photo Printing Shop
Certificate of Seminar for Social	Navotas Medical and Wellness Center – Social



Hygiene (1 original)		Hygiene Clinic		
X-ray Results (1 original)		Navotas Medical and Wellness Center – Laboratory Section or any Laboratory Services Center		
Laboratory Results - Urinalysis (1 original) - Fecalalysis (1 original)		Navotas Medical and Wellness Center – Laboratory Section or any Laboratory Services Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Navotas Medical and Wellness Center – Social Hygiene Clinic  * Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook.	1. Receive the documents for evaluation	None	2 Minutes	Trained Nurse or Peer Educator CHO
	1.1 If the documents are complete, advise the client to attend the Social and Proper Hygiene Seminar  1.2 If incomplete, attach checklist of the lacking requirements, return the documents to the client for completion. Record date and time of return.	None		
2. Attend the seminar on Social and Proper Hygiene	2. Conduct seminar on STI and proper hygiene and require the clients for regular check-up twice a	None	30 Minutes	Trained Nurse or Peer Educator CHO



	month.  2.1 Advise the client to proceed to STI Room	None		
3. Proceed to Examination room	3. Conduct STI examination and smear  3.1 If negative issue pink card and advise to pay to the Cashier  3.2 If result is positive, give medication, and advise to return after 10 days for re-examination	None  None  None	20 Minutes	<i>Physician or Trained Nurse CHO</i>
4. Pay STI and smear fee  * Make sure to secure the Official Receipt	4. Receive payment and issue Official Receipt	Please refer to the Schedule of Fees	1 Minute	<i>Peer Educator CHO</i>
5. Return to Social Hygiene Clinic and present the Official Receipt	5. Check the Official Receipt  5.1 Record and issue Health Certificate (Pink Card) and advise to proceed to the City Health Officer	None  None	1 Minute	<i>Trained Nurse or Peer Educator CHO</i>
6. Proceed to City	6. Approve the	None	1 Minute	<i>City Health</i>



Health Officer Room	issuance of Health Certificate (Pink Card)			Officer
7. Receive the Health Certificate (Pink Card)	7. Issuance of Health Certificate (Pink Card)	None		Trained Nurse or Peer Educator CHO
<b>TOTAL:</b>		<b>Please refer to the Schedule of Fees</b>	<b>55 Minutes</b>	

#### Schedule of Fees:

CITY ORDINANCE NO. 2015-08  
ANNEX 3

PAP Smear (reading)	260.00	270.00	312.00	324.00
PAP Smear (collection)	260.00	270.00	312.00	324.00

## 14. ULTRASOUND SERVICES

<b>Office or Division:</b>	Ultrasound Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons/patients in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Ultrasound request of services (1 original)		Requesting Attending Physician		
Official Receipt (1 original)		Radiology Technician (Navotas Medical and Wellness Center Laboratory Section)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to admission and submit ultrasound request	1. Accept the request and record the information	None	1 Minute	Ultrasound Technician or Clerk CHO
	1.1 Advise the patient to pay to the Cashier/ Duly Authorized staff	None	1 Minute	



2. Pay Ultrasound Fees at the Cashier  * Make sure to secure the Official Receipt that will be issued	2. Receive payment based on the schedule of fees  2.1 Issue Official Receipts	Please refer to the Schedule of Fees  None	1 Minute	Ultrasound Technician or Clerk City Health Office
3. Proceed to Ultrasound room	3. Perform Ultrasound examination  3.1 Advise the patient to return after three (3) days for the result  3.2 Reading of Ultrasound results  <i>*Actual reading of ultrasound shall be done during the 3-day period. The Sonologist is available only every Tuesday and Thursday</i>	None  None  None	10 Minutes  1 Minute  Shall be done during the 3-day period	Ultrasound Technician or Clerk City Health Office   Sonologist City Health Office
4. Return to the Navotas Medical and Wellness Center Laboratory Section and claim the Ultrasound result	4. Record and issue the Ultrasound result	None	1 Minute	Ultrasound Technician or Clerk CHO
<b>TOTAL:</b>		<b>Please refer to the Schedule of Fees</b>	<b>3 Days and 15 Minutes</b>	



### Schedule of Fees:

EXAMINATION	RESIDENT	NON-RESIDENT
<b>ULTRASOUND SERVICE FEES</b>		
1. Liver	450.00	540.00
2. Gall bladder	450.00	540.00
3. Pancreas	450.00	540.00
4. Spleen	450.00	540.00
5. Kidney	450.00	540.00
6. Urinary bladder	450.00	540.00
7. Prostate	450.00	540.00
8. Pelvic Plain ( Pregnant/ Non Pregnant	450.00	540.00
9. BPS (Biophysical Scoring)	850.00	1,020.00
10. Scrotal	600.00	720.00
11. HBT+ Liver+ GB	800.00	960.00
12. Liver +GB+Pancreas+Spleen	800.00	960.00
13. KUB (Kidney+Urinary Bladder)	800.00	960.00
14. Pelvic+ KUB	1,000.00	1,000.00
15. HBT +KUB	1,250.00	1,500.00
16. KUB+Prostate	900.00	1,080.00
17. Whole abdomen	1,500.00	1,800.00
18. Upper abdomen	1,400.00	1,680.00
19. Lower abdomen	975.00	1,170.00
20. TVS	780.00	936.00
21. Thyroid Gland	975.00	1,170.00
22. Inguinal/Scrotal	975.00	1,170.00
23. Chest Ultrasound	1,000.00	1,200.00
24. Breast Ultrasound	975.00	1,170.00



# **City Human Resource and Development Office (CHRDO)**

## **External Services**



## 1. PROCESSING OF APPLICATION FOR ON-THE-JOB TRAINING (OJT)

The City Human Resource and Development Office processes application for on-the-job training to help students gain experience on their selected career and learn the required skills for their future jobs by doing different real-work duties.

<b>Office or Division</b>	City Human Resource and Development Office (CHRDO)			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Resume with recent photo (1 original)		Trainee		
Any of the following: Registration Form (1 original, 1 photocopy) Class Schedule (1 original, 1 photocopy)		School where the trainee was enrolled – Registrar's Office		
Recommendation Letter (1 original, 1 photocopy)		School where the trainee was enrolled – Trainee's Teacher		
1 x 1 ID Picture (1)		Trainee		
Parent's Voter's ID (1 original, 1 photocopy)		Parent of Trainee/Commission on Election – Registration Division		
School ID (1 photocopy)		Trainee/School where the trainee was enrolled		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the required documents at CHRDO – Table 3	1. Receive all the required documents and check for completeness  1.1 If complete, advise the trainee to proceed to preferred office/dept.	None  None	5 Minutes	Clerk or Administrative Aide CHRDO
2. Proceed to preferred office/department for interview	2. Conduct interview with the trainee  2.1 Upon approval of the Department Head, advise the	None  None	15 Minutes	Department Head Preferred Department or Office





	trainee to return to CHRDO			
3. Return to CHRDO – Table 3	3. Orient the trainee on the rules and regulations of OJT  3.1 Inform when the OJT will start	None  None	10 Minutes	CHRDO Staff CHRDO
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	

## 2. PROCESSING OF CERTIFICATION OF EMPLOYMENT, SERVICE RECORD AND GSIS CERTIFICATION

The City Human Resource and Development Office issues Certificate of Employment and Service Record to its employees, both currently active and previously inactive, stating the length of service and comprehensive information.

<b>Office or Division</b>	City Human Resource and Development Office			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Active and Inactive Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Request Slip (1 original)		CHRDO – Table 3		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Accomplished Request Slip at CHRDO-Table 3  * Make sure to secure the Order of Payment that will be issued	1. Receive the Accomplished Request Slip and check the details.  1.1 Issue the Order of Payment and advise the client to pay the required fees at City Treasurer's Office (CTO), and return to CHRDO for the issuance of Certificate of Employment or	None  None	5 Minutes	Clerk or Administrative Aide CHRDO



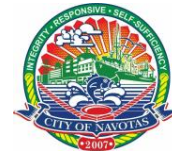
	Service Record			
	2. Prepare the Certificate of Employment or Service Record  2.1 Sign the Certificate of Employment or Service Record	None  None	5 Minutes	Clerk or Administrative Aide CHRDO  City Human Resource and Development Officer CHRDO
2. Pay the required fee at CTO – Window 5 or 6 based on the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	3. Accept payment based on the Order of Payment  3.1 Issue the Official Receipt	Secretary's fee – PHP 60.00  None	10 Minutes	Cashier CTO
3. Return to CHRDO – Table 3 and present the Official Receipt  3.1 Receive the Certificate of Employment or Service Record	4. Accept and check the Official Receipt.  4.1 Release the Certificate of Employment or Service Record	None  None	1 Minute	Clerk or Administrative Aide CHRDO
<b>TOTAL:</b>		<b>PHP 60.00</b>	<b>21 Minutes</b>	



### 3. PROCESSING OF CERTIFICATION FOR ON-THE-JOB TRAINING

The City Human Resource and Development Office issue Certification to all students/trainees who successfully completed their on-the-job training.

<b>Office or Division</b>	City Human Resource and Development Office			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students/trainee who successfully completed their On-the Job Training			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certification of OJT (1 original, 1 photocopy)		Department/office where the on-the-job training was conducted		
School ID of the Trainee (1 original, 1 photocopy)		School where the trainee was enrolled		
Time Card (1 original, 1 photocopy)		CHRDO – Table 3		
Trainee's Evaluation (1 original, 1 photocopy)		Department/office where the on-the-job training was conducted		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the required documents at CHRDO – Table 3	1. Receive all the required documents and check for completeness	None	5 Minutes	Clerk or Administrative Aide CHRDO
	1.1 If complete, advise the trainee to wait while the Certification is being processed	None	10 Minutes	
	2. Prepare the On-the-Job Training Certificate	None	5 Minutes	Clerk or Administrative Aide CHRDO
	2.1 Sign the On-the-Job Training Certificate			City Human Resource and Development Officer CHRDO
2. Receive the On-	3. Release the	None	2 Minutes	Clerk or



the-Job Training Certificate	On-the-Job Training Certificate			Administrative Aide CHRDO
<b>TOTAL:</b>		<b>None</b>	<b>22 Minutes</b>	

#### 4. PROCESSING OF MAYOR'S CLEARANCE FOR FIRE ARMS / LOCAL EMPLOYMENT

The Mayor's Office Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the Office of the Mayor. Certification is issued to affirm the validity of information.

<b>Office or Division:</b>	City Human Resource and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Residents of Navotas City only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid N.B.I Clearance (1 original, 1 photocopy)		National Bureau of Investigation – Clearance Division		
Barangay Clearance (1 original, 1 photocopy)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
Current Year's Community Tax Certificate (1 original, 1 photocopy)		City Treasurer's Office – Window 7 to 10		
Request Letter (1 original)		Person availing the service		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the required documents at CHRDO – Table 3	1. Received the required documents and check for completeness	None	5 Minutes	Administrative Aide or Clerk CHRDO
* Make sure to secure the Order of Payment that will be issued	1.1 If complete, issue the Order of Payment and advise the client to pay at City Treasurer's Office while Mayor's Clearance is being process and advise to	None		



	return to CHRDO.			
2. Pay the required fees at the CTO – Window 5 or 6 based on the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Secretary's fee – PHP 60.00  None	10 Minutes	Cashier CTO
3. Return to CHRDO – Table 3 and present the Official Receipt.	3. Give the Mayor's Clearance and advise to proceed at Mayor's Office for personal appearance and approval of the Clearance.	None	3 Minutes	Clerk or Administrative Aide CHRDO
4. Proceed to Mayor's Office for personal appearance and present the Mayor's Clearance  4.1 Receive the original and duplicate copy of Mayor's Clearance and proceed to CHRDO.	4. Receive the Mayor's Clearance and acknowledge personal appearance  4.1 Approve the Mayor's Clearance and sign  4.2 Issue the original and duplicate copy of Mayor's Clearance and advise to return to CHRDO	None  None  None	2 Days	Mayor's Office Staff Mayor's Office  City Mayor Mayor's Office  Mayor's Office Staff Mayor's Office



5. Proceed to CHRDO – Table 3 and submit the duplicate copy of Mayor's Clearance	5. Accept the duplicate copy of Mayor's Clearance and ask the sign to sign in the logbook.	None	5 Minutes	Clerk or Administrative Aide CHRDO
<b>TOTAL:</b>		<b>PHP 60.00</b>	<b>2 Days and 23 Minutes</b>	



## **City Planning and Development Office (CPDO)**

### **External Services**



## 1. ISSUANCE OF ZONING CERTIFICATE

The Zoning Certificate is issued to property owners or duly authorized representative/s needing this document that certifies the official zoning classification where his/her property is located.

<b>Office or Division:</b>	City Planning and Development Office (CPDO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
<b>Who May Avail:</b>	All owners or duly authorized representative/s of properties within the City of Navotas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request for Zoning Certificate (1 original)		Client		
Certificate of Title or Transfer Certificate of Title (1 photocopy)		Registry of Deeds – Registration Division		
Sketch of Property Location or Vicinity Map (1 photocopy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at CPDO – Front Desk	1. Receive the required documents and check for completeness and authenticity.  1.1 If verified to be complete and authentic, start processing the request.	None  None	5 Minutes	<i>Planning Officer III</i> CPDO
2. Receive the Zoning Certificate	2. Issue the Zoning Certificate	None	10 Minutes	<i>Local Zoning Administrator</i> CPDO
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

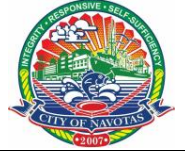




## 2. REQUEST FOR COPY OF COMPREHENSIVE LAND USE PLAN (CLUP), COMPREHENSIVE DEVELOPMENT PLAN (CDP) AND ZONING ORDINANCE (ZO)

The City Planning and Development Office, as the think-tank of the local government, is one of the main sources of data as it is in-charge of formulating plans that set the direction for the city's development. This transaction is done in order to ensure that all requests for various data are properly accommodated and adequately provided.

<b>Office or Division:</b>	City Planning and Development Office (CPDO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request (with email address & contact number of requestor) addressed to <i>Hon. Tobias M. Tiangco, City Mayor, City of Navotas, attention to Engr. Rufino M. Serrano, City Planning &amp; Development Officer</i> (1 original, 1 photocopy)		Client		
Valid ID (1 original)		Any government or private office issuing valid IDs		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit one (1) original copy of the Letter of Request to the Office of the Mayor (MO).  * Make sure to secure a receiving copy of the Letter of Request.	1. Receive the document and check for correctness.  1.1. Start processing the endorsement of the request to the CPDO.	None  None	1 Minute	<i>Utility Worker</i> MO
2. Submit one (1) photocopy of the Letter of Request to the CPDO.  * Make sure to secure a receiving copy of the Letter of Request.	2. Receive the document and check if already received by the Mayor's Office (MO).	None	1 Minute	<i>Administrative Assistant</i> CPDO



3. Wait for the requested documents to be transmitted via email.	3. Endorse the request to the CPDO for appropriate action.  3.1. Transmit the electronic copy/ies of the requested documents via email.	None  None	2 Days	<i>Administrative Assistant CPDO</i>
<b>TOTAL:</b>		<b>None</b>	<b>2 Days and 2 Minutes</b>	



## **City Social Welfare and Development Office (CSWDO)**

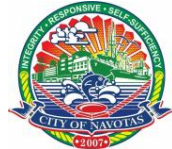
### **External Services**



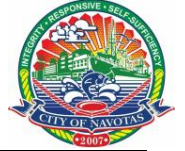
## 1. PARENT EFFECTIVENESS SESSION (PES)

Parent Effectiveness Service/Session (PES) primarily addresses the needs of fathers and mothers, surrogate parents, solo parents, guardians and caretakers of children. PES is composed of 4 Modules with 2 to 5 sub-modules each.

<b>Office/Division:</b>	City Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Parent Groups who are in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral/Request Letter from an agency or institution (1 original)		Group or agency where the parent belongs – Secretary's Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Referral/Request to conduct Parent Effectiveness Session (PES) at the City Social Welfare and Development Office	1. Received the Referral/Request Letter  1.1 Schedule and advise the client regarding the date and venue of PES	None  None	15 Minutes	<i>Social Welfare Aide</i> CSWDO
2. Go to the agreed venue and fill-out the Attendance Sheet	2. Receive the filled-out Attendance Sheet  2.1 Prepare nametags of the participants	None  None	15 Minutes	<i>Social Welfare Aide</i> CSWDO
2.1 Answer the PES Pre-Test Questionnaire	2.2 Prepare the PES Pre-Test Questionnaire	None	45 Minutes	
3. Attend the Parents' Effectiveness Session	3. For Day 1: Conduct Module 1 (Paksa 1 and 2)	None	2 Hours	<i>Social Welfare Aide</i> CSWDO



4. Return to the agreed venue and fill-out the Attendance Sheet	4. Acknowledge the Participants	None	15 Minutes	Social Welfare Aide CSWDO
	4.1 Conduct Recap of finished session	None	15 Minutes	
	4.2 For Day 2: Continuation of Module 1 (Paksa 3,4 and 5)	None	3 Hours	
5. Return to the agreed venue and fill-out the Attendance Sheet	5. Acknowledge the Participants	None	15 Minutes	Social Welfare Aide CSWDO
	5.1 Conduct Recap of finished session	None	15 Minutes	
	5.2 For Day 3: Continuation of Module 2 (Paksa 1,2 and 3)	None	3 Hours	
6. Return to the agreed venue and fill-out the Attendance Sheet	6. Acknowledge the Participants	None	15 Minutes	Social Welfare Aide CSWDO
	6.1 Conduct Recap of finished session	None	15 Minutes	
	6.2 For Day 4: Continuation of Module 3 (Paksa 1,2 and 3)	None	3 Hours	
7. Return to the agreed venue and fill-out the Attendance Sheet	7. Acknowledge the Participants	None	15 Minutes	Social Welfare Aide CSWDO
	7.1 Conduct Recap of finished session	None	15 Minutes	
		None	2 Hours and	



7.1 Answer the PES Post-Test Questionnaire	7.2 For Day 4: Continuation of Module 4 (Paksa 1 and 2)	None	15 Minutes	
	7.3 Prepare the PES Post-Test Questionnaire		45 Minutes	
8. Receive Certificate of Completion	8. Prepare the Certificate of Completion	None	15 Minutes	Social Welfare Aide CSWDO
	8.1 Award the Certificate of Completion	None	15 Minutes	
<b>TOTAL:</b>		<b>None</b>	<b>2 Days, 1 Hour and 45 Minutes</b>	



## 2. PRE-MARRIAGE COUNSELING SERVICES

Pre-Marriage Counseling (PMC) is designed to help engaged couples understand their roles, rights and obligations as married partners and would-be parents. Engaged couples are required to participate in the PMC session before they are issued the certificate to enable them to obtain the marriage license from the Local Civil Registrar Office. PMC provides engaged couples with information about marriage and relationships, responsible parenthood, maternal and child health, family planning and home management.

<b>Office/Division:</b>	City Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Applicants for Marriage License</li> <li>- One or both of the couple is 18 to 25 years old</li> <li>- One or both of the couple are residents of Navotas</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Pre-Marriage Counseling Request (1 original)		City Civil Registrar Office – Window 1		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to CSWDO, fill-out the Registration Log Book and submit the Pre-Marriage Counseling Request	1. Receive the requirement and advise to fill-out the Registration Log Book	None	15 Minutes	Social Welfare Aide CSWDO
1.1 Answer the questionnaire	1.1 Prepare the Pre-Marriage Counseling Questionnaire	None		
	1.2 Advise the client to proceed to the venue of the Pre-Marriage Counseling Seminar	None		
2. Proceed to the venue to attend Pre-Marriage Counseling	2. Conduct Pre-Marriage Counseling	None	3 Hours and 30 Minutes	Social Welfare Aide CSWDO
	3. Process the	None	15 Minutes	Social Welfare Aide



	Pre-Marriage Counseling Certificate			CSWDO
3. Receive the Pre-Marriage Counseling Certificate	3.1 Issue the Pre-Marriage Counseling Certificate	None		
<b>TOTAL:</b>		<b>None</b>	<b>4 Hours</b>	

### 3. PROCESSING OF APPLICATION FOR LIBRENG LIBING PROGRAM

Bereaved families were given assistance for free burial service of indigent departed Navoteños. Included in the service are Burial and Embalming Fee, Rush Recording and Apartment Unit Rental Fee for 5 years

<b>Office/Division:</b>	City Social Welfare and Development Office (CSWDO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- Either the deceased or any of the immediate family members is a Certified Navoteño</li> <li>- No medico legal case as a reason of death</li> <li>- Has not availed any Funeral Service</li> <li>* For John/Jane Doe cases, a concern citizen will do, provided that he/she is a Navoteño</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Death Certificate (1 original)		Accredited Funeral Service provider		
Funeral Contract (1 original)		Accredited Funeral Service provider		
Barangay Certificate of Indigency intended for Libreng Libing with Information and Communication Technology Office (ICTO) verification (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk ICTO Window, 1 <sup>st</sup> floor, Navotas City Hall		
Updated Cedula (1 original)		City Treasurer's Office – Windows 7, 8, 9 or 10, 2 <sup>nd</sup> floor, Navotas City		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to City Social Welfare and Development Office (CSWDO) and submit the required documents	1. Receive the required documents and check for completeness	None	50 Minutes	Social Welfare Aide CSWDO
	1.1. If complete, conduct initial interview and assessment	None		
2. Receive the	2. Confirm	None	10 Minutes	Social





Referral Forms to be submitted to the servicing funeral parlor	assistance and release the Accomplished Referral Forms to the client			Welfare Aide CSWDO
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	

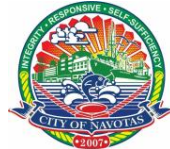
#### 4. ISSUANCE OF SOLO PARENT ID

Solo Parent ID is issued to individuals in accordance of the Republic Act 8972 or the Solo Parents Act of 2000.

<b>Office/Division:</b>	City Social Welfare and Development Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>- A woman who gives birth as a result of rape and other crimes, provided that mother keeps and raised the child</li> <li>- Parent left solo or alone with the responsibility of parenthood due to death of spouse</li> <li>- Parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year</li> <li>- Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b> *Original copies are for validation purposes only	
Accomplished Solo Parent Application Form (1 original)	CSWDO – Front Desk
1x1 ID Picture (2 pieces)	Any photo printing shop / Applicant
Certification from Barangay that applicant is known as a Solo Parent (1 original, 1 photocopy)	Barangay where the client resides, Barangay Hall – Secretary's Desk
Barangay Blotter duly certified by the Barangay (1 original)	Barangay where the client resides, Barangay Hall – Secretary's Desk
Any of the following evidence/documents: - Death Certificate of Spouse (1 original and 1 photocopy)  - Certificate of Detention for spouse who were detained for a minimum of 1 year (1 original and 1 photocopy)  - Declaration of Legal Separation or	City Civil Registrar Office – Window 3 / Philippine Statistic Authority – Civil Registration and Services Division  Jail where the spouse is detained – Jail Warden  Committing Court – Secretary's Desk



Annulment as decreed by Committing Court (1 original and 1 photocopy)				
- Certificate of Abandonment for those whose spouse were absent for at least 1 year (1 original and 1 photocopy)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
- Affidavit of Solo Parent (1 original, 1 photocopy)		Legal Office – Secretary's Desk		
ICTO Certification (1 original)		ICTO Office Window		
Certificate of Employment indicating purpose of applying for Solo Parent (1 original, 1 photocopy)		Company/agency where the applicant works		
Birth Certificate of children below 18 years old (1 Original and 1 photocopy)		City Civil Registrar Office – Window 3 / Philippine Statistic Authority – Civil Registration and Services Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to City Social Welfare and Development Office (CSWDO) – Front Desk and submit the requirements	1. Receive the documents/ requirements, for evaluation, affix signature and the time and date of receipt.	None	30 Minutes	Social Welfare Officer CSWDO
	1.1 Review and evaluate the completeness of the requirements.	None		
	1.2 Conduct Initial Interview and assess the client	None		
	1.3 Advise the client to wait for notification from CSWDO	None		
	2. Conduct Home Visit/Validation	None	5 Days	Social Welfare Aide CSWDO
	3. Prepare Solo Parent ID	None	5 Minutes	Social Welfare Aide CSWDO
3. Receive	3.1 If the Solo	None		



notification on the availability of the ID	Parent ID is available, notify the Client			
3.1 Claim and receive the Solo Parent ID	3.2 Release Solo Parent ID	None		
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 35 Minutes</b>	

## 5. ISSUANCE OF BURIAL ASSISTANCE TO SENIOR CITIZEN

Rule V Article 20 Section 4 of Republic Act No. 9994, otherwise known as the Expanded Senior Citizens Act of 2010", states that a death benefit assistance of a minimum of two thousand pesos (Php. 2,000.00) shall be given to the nearest surviving relative of a deceased senior citizen.

<b>Office/Division:</b>	City Social Welfare and Development Office (CSWDO)		
<b>Classification:</b>	Highly Technical (Actual release of Burial Assistance takes 3 weeks to 1 month)		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	Navotas Resident Senior Citizen		
<b>CHECKLIST OF REQUIREMENTS</b> *Original copies are for validation purposes only		<b>WHERE TO SECURE</b>	
<b>Deceased</b>			
Death Certificate with Registry (1 original, 1 photocopy)		Servicing Funeral Parlor – Secretary's Desk	
ID of Senior Citizen (1 original, 1 photocopy)		NavoServe Unit – Table 8	
Funeral Contract (1 original, 1 photocopy)		Servicing Funeral Parlor – Secretary's Desk	
Endorsement from Office of the Senior Citizen Affairs (1 original)		Office of Senior Citizen Affairs (OSCA) – Secretary's Desk	
<b>Claimant</b>			
Barangay Clearance for Burial Assistance (1 original, 1 photocopy)		Barangay where the claimant resides, Barangay Hall – Secretary's Desk	
Updated Cedula (1 original, 1 photocopy)		City Treasurer's Office – Window 7, 8, 9 or 10	
Birth Certificate/Marriage Contract (1 original, 1 photocopy)		City Civil Registrar Office – Window 3 / Philippine Statistic Authority – Civil Registration and Services Division	
Valid ID (1 original, 1 photocopy)		Registration Division of the following: BIR, SSS, GSIS, PAG-IBIG FUND, PRC, Post Office – Front Desk, DFA – Passport Processing Division / Barangay where the client resides, Barangay Hall – Secretary's Desk	



Accomplished Authorization Form in the absence of husband or wife (1 original, 1 photocopy)		Office of Senior Citizen Affairs (OSCA) – Secretary's Desk		
Affidavit of Claim if the Senior Citizen is single in status (1 original, 1 photocopy)		Office of Senior Citizen Affairs (OSCA) – Secretary's Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to City Social Welfare and Development Office (CSWDO) – Front Desk and submit the requirements	1. Receive the documents/requirements, for evaluation, affix signature, and the time and date of receipt  1.1 Advise the client to wait for notification from CSWDO	None  None	5 Minutes	<i>Social Welfare Aide</i> CSWDO
	2. Prepare OBR and Voucher of payments and forward complete documents to City Budget Office, City Treasurer's Office, City Accounting Office and City Mayor's Office for their appropriate action	None	7 Hours and 55 Minutes	<i>Social Welfare Aide</i> CSWDO
3. Receive notification	3.If the Burial Assistance is available, notify the Claimant	None	5 Minutes	<i>Social Welfare Aide</i> CSWDO
3.1 Proceed to City Treasurer's Office-Releasing Section	3.1 Release of Burial Assistance	None	5 Minutes	<i>CTO Staff</i> CTO
3.2 Claim and receive the				



Burial Assistance				
TOTAL:		None	8 Hours and 10 Minutes	



## **City Traffic and Parking Management Office (CTPMO)**

### **External Services**



## 1. REDEMPTION OF CONFISCATED LICENSE

Pursuant to City Ordinance No. 2013-06, known as “Ordinance Approving and Adopting the Uniform Ticketing System harmonized Fines and Penalties approved by the Metro Manila Council.

<b>Office or Division:</b>	City Traffic and Parking Management Office (CTPMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	Apprehended Traffic Violator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Receipt (2 photocopies)		City Treasurer’s Office – Window 5 or 6		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. From City Treasurer’s Office, proceed to CTPMO and present the Official Receipt at Window 2.	1. Receive and check the Official Receipt.	None	5 Minutes	Clerk CTPMO
1.1 Receive the confiscated license and Official Receipt	1.1 Release the confiscated license and Official Receipt	None		
<b>TOTAL:</b>		<b>None</b>	<b>5 Minutes</b>	

## 2. REDEMPTION OF IMPOUNDED VEHICLE

Pursuant to City Ordinance No. 2013-06, known as “Ordinance Approving and Adopting the Uniform Ticketing System harmonized Fines and Penalties approved by the Metro Manila Council

<b>Office or Division:</b>	City Traffic and Parking Management Office (CTPMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens			
<b>Who may avail:</b>	Apprehended Traffic Violator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Impounding Receipt (2 photocopies)		City Traffic and Parking Management Office (CTPMO) – Impounding Unit		
Clearance for Release (for vehicular accident) (2 photocopies)		Station Investigation Unit – PNP		
Certificate of Registration (2 photocopies)		Client		



Official Receipt (2 photocopies)		City Treasurer's Office – Window 5 or 6 (If daytime transaction) City Treasurer's Office – Parking Area (If nighttime transaction)		
<b>Additional Requirements if with lost UOVR</b> Certificate of No Pending Apprehension (2 photocopies) Affidavit of Lost (2 photocopies)		Traffic Management Bureau of Malabon City, Caloocan City, Caloocan City and City of Manila Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. From City Treasurer's Office proceed to CTPMO and submit all the required documents at Window 2.  1.1 Receive the stamped documents and proceed to CTPMO Impounding Area	1. Receive and check all the submitted documents for completeness.  1.1 If complete, stamp "released" and return the stamped documents and advise the client to proceed to CTPMO Impounding Area.	None  None	5 Minutes	Clerk CTPMO
2. Proceed to CTPMO Impounding Area and present the stamped documents	2. Check the stamped documents.  2.1 Release the vehicle.	None  None	5 Minutes	Impounding Personnel on Duty CTPMO
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	





## **City Treasurer's Office (CTO)**

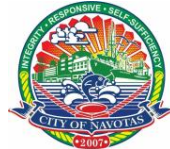
### **External Services**



## 1. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CTC)

Community Tax Certificate is issued by the City Treasurer's Office to persons, natural or juridical, residing in the City who are eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year, who is engaged in business or occupation or who owns real property with an aggregate assessed value of One Thousand Pesos (₱1,000.00) or more.

<b>Office or Division:</b>	City Treasurer's Office – Miscellaneous Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Any of the following:				
<b>If no changes with the taxpayer information:</b> Previously Issued CTC (1 original or 1 photocopy)		City Treasurer's Office – Window 7, 8, 9 or 10 Taxpayer/Applicant		
Accomplished taxpayer's information form		City Treasurer's Office – Miscellaneous Section Windows		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get a number at the queuing machine (select "Cedula") and wait for the number to be called.	1. Assist the taxpayer to get a queuing number	None	1 Minute	<i>Utility Worker</i> CTO
2. Submit the required document to the serving Window	2. Receive and check the taxpayer's information  2.1. Assess for the amount to be paid	None	6 Minutes	<i>Clerk</i> CTO
3. Pay the required amount for the Community Tax Certificate	3. Accept payment based on the assessment  3.1. Print the	PHP 1.00 for every PHP 1,000.00 of declared Gross Income/Receipts	6 Minutes	<i>Clerk</i> CTO



	Community Tax Certificate			
4. Sign on the CTC	4. Ask the client to sign on the CTC	None	2 Minutes	Clerk CTO
4.1 Receive the CTC	4.1 Issue the CTC	None		
<b>TOTAL:</b>		<b>PHP 1.00 for every PHP 1,000.00 of declared Gross Income/ Receipts</b>	<b>15 minutes</b>	

## 2. ISSUANCE OF TAX CLEARANCE CERTIFICATE FOR REAL PROPERTY UNIT (RPU)

Tax Clearance is issued upon verification of updated payments of RPT for previous years up to present.

<b>Office or Division:</b>	City Treasurer's Office – Real Property Division		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Principal</b>			
Accomplished Request Form (1 original)		City Treasurer's Office – Real Property Tax Section Window	
Any of the following: - Tax Declaration (1 original) - Latest Order of Payment/Official Receipt (1 original)		- City Assessor's Office – Window 3 - Taxpayer/ City Treasurer's Office – Window 1, 2, 3 or 4	
<b>Authorized Representative</b>			
Accomplished Request Form (1 original)		City Treasurer's Office – Real Property Division Window 1, 2, 3 or 4	
Any of the following: - Tax Declaration (1 original) - Latest Order of Payment/Official		- City Assessor's Office – Window 3 - Taxpayer/ City Treasurer's Office – Window 1,	



Receipt (1 original)		2, 3 or 4		
Any of the following: - Special Power of Attorney (SPA) (1 original) - Notarized Authorization Letter (1 original)		Notary Public Office Taxpayer/Owner of Property		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form and present latest Official Receipt or Tax Declaration Number at Window 1, 2, 3 or 4	1. Receive the request form and the latest Official Receipt or Tax Declaration Number	None	10 Minutes	Clerk CTO – Records Section
	1.1 Check and verify the record of Real Property Unit in the RPT system and taxpayer's ledger card	None		
	1.1.1 If no RPT delinquency, issue an Order of Payment for Tax Clearance Certificate	None		
	1.1.2 If there is a tax delinquency, advise the client to settle first the delinquent RPT	None		
2. Pay the required fees by showing	2. Accept the payment	Tax Clearance	3 Minutes	Clerk CTO



the Order of Payment to Window 1, 2, 3 or 4  * Make sure to secure Official Receipt that will be issued upon payment.	based on the Order of Payment  2.1 Issue the Official Receipt	Certificate fee – PHP 200.00  None		
3. Submit the Official Receipt to the Clerk – Record Section/RPT Section	3. Receive OR and prepare Tax Clearance Certificate  3.1 Review and approve the Tax Clearance Certificate	None  None	10 Minutes  5 Minutes	<i>Clerk</i> CTO – Records Section  <i>City Treasurer</i> CTO
4. Receive the Tax Clearance Certificate	4. Issue the Tax Clearance Certificate	None	1 Minute	<i>Clerk</i> CTO – Records Section
<b>TOTAL:</b>		<b>PHP 200.00</b>	<b>29 Minutes</b>	

### 3. PAYMENT OF REAL PROPERTY TAX

Real Property Units (RPU) within the jurisdiction of the City of Navotas classified as Residential, Commercial, Industrial, Agricultural and as well as those Special Classes are hereby levied an annual ad valorem tax which depends on its assessed value of lands, buildings, machinery and other improvements.

<b>Office or Division:</b>	City Treasurer's Office – Real Property Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	All
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Any of the following:	
Tax Declaration Number (1 original)	City Assessor's Office – Window 3
Previous Official Receipt (1 original)	Taxpayer / City Treasurer's Office – Real Property Section Window 1, 2, 3 or 4



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the Queuing Machine (select "Real Property Tax") and wait for the number to be called	1. Assist the taxpayer to get a number	None	5 Minutes	Utility Worker CTO
2. Present the tax declaration or previous receipt and the queuing number to the serving window	2. Receive the tax declaration or previous receipt and the queuing number from the client.	None	5 Minutes	Clerk CTO
	2.1 Verify the Tax Declaration to the RPT System and generate the order of payment bill	None		
	2.2 Issue the Order of Payment and advise to pay	None		
	* If the system generates the current year tax due and there are delinquencies, it should be settled first in order to pay for the current tax due.	None		



<p>3. Pay required fees by showing the Order of Payment</p> <p>* Make sure to secure Official Receipt that will be issued upon payment</p>	<p>3. Accept the payment based on the Order of Payment.</p> <p>3.1 Issue the Official Receipt.</p>	<p>Rates: Residential - 1% Commercial- 2% Industrial - 2% Agricultural - 1.5% Special Class - 2%</p> <p>And additional 1% for Special Education Fund</p> <p>Tax Due = Rates x Assessed Value</p> <p>(Section 32 and Section 33 of Article 6 - City Ordinance 2017-18)</p>	<p>5 Minutes</p>	<p>Clerk CTO</p>
<p><b>TOTAL:</b></p>		<p><b>Rates:</b> <b>Residential</b> - 1% <b>Commercial</b> - 2% <b>Industrial</b> - 2% <b>Agricultural</b> - 1.5% <b>Special Class</b> - 2%</p> <p><b>And additional 1% for Special Education Fund</b></p>	<p><b>15 Minutes</b></p>	



	<b>Tax Due = Rates x Assessed Value</b>  <b>(Section 32 and Section 33 of Article 6 - City Ordinance 2017-18)</b>		
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#### 4. PROCESSING OF BUSINESS RETIREMENT

Business establishments in Navotas City that have stopped operating due to bankruptcy, loss of profit or other reasons should file a business retirement pursuant to Section 145 of Local Government Code.

<b>Office or Division:</b>	City Treasurer's Office – Business License Section		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2B – Government to Business		
<b>Who may avail:</b>	All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Accomplished Application Form for Business Retirement (4 original)		City Treasurer's Office – Business License Section	
Affidavit of Business Retirement/Termination (4 original)		Notary Public	
Sworn Statement of the Gross Receipts for the Calendar Year (1 original)		Notary Public	
Income Tax Return or Monthly VAT/Non-VAT Return for 12 months (1 original)		BIR – Registration Division / Notary Public	
Certification of Business Closure from Barangay where the business is located (1 original)		Barangay where the business is located, Barangay Hall – Secretary's Desk	
Latest Business Permit issued, with corresponding Official Receipt (1 original)		Clients copy or BOSS – Business Permit and Licensing Office Releasing Window / City Treasurer's Office	
Sketch where the Business is located (1 original)		Client / Taxpayer	
Order of Payment (1 original, 1 duplicate copy)		BOSS – Business Permit and Licensing Office	
Official Receipt (1 original)		City Treasurer's Office – Business License Section Window 5 or 6	
Latest Business Plate		Business Owner / BOSS Business Permit and Licensing Office – Releasing Window	





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at CTO – Business Permit Section Window 5 or 6  * Make sure to secure the Order of Payment to be issued	1. Receive the required documents and check for completeness  1.1 If complete, prepare the Order of Payment for Secretary's fee and advise the client to pay at the serving window for business	None  None	5 Minutes	<i>Bookbinder III</i> CTO
2. Pay the required fees based on the order of payment at the Miscellaneous Section Window 5 or 6  * Make sure to secure the Official Receipt that will be issued.	2. Accept payment based on the order of payment and issue the Official Receipt  2.1 Advise the client of the inspection to be conducted within 2 working days.	Secretary's Fee - PHP 50.00  None	3 Minutes	<i>Clerk</i> CTO
	3. Conduct site inspection and verification to determine if the business is no longer operating  3.1 If the business is no longer operating, prepare inspection report for approval of the City Treasurer.	None  None	Shall be done during the 2-day period	<i>Local Treasury Operation Officer III</i> CTO



<p>3. Return to CTO – Business Permit Section</p> <p>* Make sure to secure the Order of Payment that will be issued.</p>	3.1.1. Approve the Application for Business Retirement	None		City Treasurer CTO
	3.1.2. Endorse the approved Application for Retirement together with all the required documents to CBPLO for assessment of retirement fee	None		Local Treasury Operation Officer III CTO
	3.1.2.1 Receive the approved Application for Retirement together with all the required documents and assess retirement fee.	None		Assessment Clerk CBPLO
	3.1.2.2 Attach Order of Payment and return to CTO	None		Assessment Clerk CBPLO
	3.1.3. Advise the client to pay the required retirement fee and issue the Order of Payment	None		Local Treasury Operation Officer III CTO
	3.2. If the establishment is found operational,	None		Local Treasury Operation Officer III CTO



<p>* Acknowledge receipt of the returned documents and sign in the logbook.</p>	<p>prepare an inspection report stating the reason/s for disapproval/denial of the application</p>			
	<p>3.2.1. Recommend disapproval/denial of the application to the CTO</p>	<p>None</p>		
	<p>3.2.2. Approve the denial of application for business retirement</p>	<p>None</p>		<p>City Treasurer CTO</p>
	<p>3.2.3. Advise the client on the disapproval and return to CTO</p>	<p>None</p>		<p>Local Treasury Operation Officer III CTO</p>
	<p>3.2.4. Issue the denied application for business retirement. Return the document, Record the date and time of return. Ask the client to acknowledge receipt of the returned documents and sign in the logbook.</p>	<p>None</p>		<p>Local Treasury Operation Officer III CTO</p>
<p>4. Pay the required retirement fee at the Miscellaneous Section Window</p>	<p>4. Accept payment based on the Order of Payment</p>	<p>Please refer to the schedule of fees</p>	<p>3 Minutes</p>	<p>Clerk CTO</p>



* Make sure to secure the Official Receipt	4.1. Issue an Official Receipt	None		
5. Submit the Official Receipt to the LTOOIII for the preparation of Certificate of Retirement	5. Accept the Official Receipt	None	3 Minutes	Local Treasury Operation Officer III CTO
	5.1. Prepare the Certification of Business Retirement	None		
	5.2. Approve the Certification of Business Retirement	None		City Treasurer CTO
6. Received the Certificate of Business Retirement	6. Issue the Certificate of Business Retirement	None	1 Minute	Local Treasury Operation Officer III CTO
<b>TOTAL:</b>		<b>PHP 50.00 plus applicable fees in the schedule of fees</b>	<b>2 Days and 15 Minutes</b>	

### Schedule of Fees:

#### **CITY ORDINANCE NO. 2017-18** ARTICLE 17 - GRADUATED TAX ON BUSINESS

SECTION 97 - Imposition of Tax - These is hereby imposed on the following persons, natural or juridical, who establish, operate, conduct or maintain their respective businesses within the City of Navotas, a graduated business tax in the amounts hereafter prescribed;

- a) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature, accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 10,000.00	173.00
10,000.00 or more but less than 15,000.00	231.00
15,000.00 or more but less than 20,000.00	317.00
20,000.00 or more but less than 30,000.00	462.00
30,000.00 or more but less than 40,000.00	693.00
40,000.00 or more but less than 50,000.00	866.00
50,000.00 or more but less than 75,000.00	1,386.00
75,000.00 or more but less than 100,000.00	1,733.00
100,000.00 or more but less than 150,000.00	2,310.00
150,000.00 or more but less than 200,000.00	2,888.00
200,000.00 or more but less than 300,000.00	4,043.00
300,000.00 or more but less than 500,000.00	5,775.00



500,000.00 or more but less than 750,000.00	8,400.00
750,000.00 or more but less than 1,000,000.00	10,500.00
1,000,000.00 or more but less than 2,000,000.00	14,438.00
2,000,000.00 or more but less than 3,000,000.00	17,325.00
3,000,000.00 or more but less than 4,000,000.00	20,790.00
4,000,000.00 or more but less than 5,000,000.00	24,255.00
5,000,000.00 or more but less than 6,000,000.00	25,594.00
6,000,000.00 or more but less than 7,000,000.00	26,873.00
7,000,000.00 or more but less than 20,000,000.00	
of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 38% of 1%	
20,000,000.00 or more but less than 50,000,000.00	
of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 36% of 1%	
50,000,000.00 and above of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 25% of 1%	

The preceding rates shall apply only to amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Article.

- b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax Per Annum
Less than 1,000.00	19.00
1,000.00 or more but less than 2,000.00	35.00
2,000.00 or more but less than 3,000.00	53.00
3,000.00 or more but less than 4,000.00	76.00
4,000.00 or more but less than 5,000.00	105.00
5,000.00 or more but less than 6,000.00	128.00
6,000.00 or more but less than 7,000.00	151.00
7,000.00 or more but less than 8,000.00	174.00
8,000.00 or more but less than 10,000.00	197.00
10,000.00 or more but less than 15,000.00	231.00
15,000.00 or more but less than 20,000.00	289.00
20,000.00 or more but less than 30,000.00	347.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	693.00
50,000.00 or more but less than 75,000.00	1,040.00
75,000.00 or more but less than 100,000.00	1,386.00
100,000.00 or more but less than 150,000.00	1,964.00
150,000.00 or more but less than 200,000.00	2,541.00
200,000.00 or more but less than 300,000.00	3,465.00
300,000.00 or more but less than 500,000.00	4,620.00
500,000.00 or more but less than 750,000.00	6,930.00
750,000.00 or more but less than 1,000,000.00	9,240.00
1,000,000.00 or more but less than 2,000,000.00	10,500.00
2,000,000.00 or more but less than 3,000,000.00	12,500.00
3,000,000.00 and above of Gross Receipts.	
For every 100,000.00 or fraction thereof,	
An additional tax of 50% of 1%	

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers provided in this Section.



- c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article.

- (9) Rice and Corn;
- (10) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (11) Cooking oil and cooking gas;
- (12) Laundry soap, detergents, and medicine;
- (13) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (14) Poultry feeds and other animal feeds;
- (15) School supplies; and
- (16) Cement

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

- (d) On retailers.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
More than P50,000.00 but not over P400,000.00	2 %
More than P400,000.00	1 %

The rate of two percent (2%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one percent (1 %) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P 400,000.00).

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Fifty Thousand Pesos (P 50,000.00) subject to existing laws and regulations.

- (e) **On contractors and other independent contractors**, in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	29.50
5,000.00 or more but less than 10,000.00	64.60
10,000.00 or more but less than 15,000.00	109.50
15,000.00 or more but less than 20,000.00	173.00
20,000.00 or more but less than 30,000.00	289.00
30,000.00 or more but less than 40,000.00	404.00
40,000.00 or more but less than 50,000.00	578.00
50,000.00 or more but less than 75,000.00	924.00
75,000.00 or more but less than 100,000.00	1,386.00
100,000.00 or more but less than 150,000.00	2,079.00
150,000.00 or more but less than 200,000.00	2,772.00
200,000.00 or more but less than 250,000.00	3,812.00
250,000.00 or more but less than 300,000.00	4,851.00
300,000.00 or more but less than 400,000.00	6,468.00
400,000.00 or more but less than 500,000.00	8,663.00



500,000.00 or more but less than 750,000.00	9,713.00
750,000.00 or more but less than 1,000,000.00	10,763.00
1,000,000.00 or more but less than 2,000,000.00	12,075.00
2,000,000.00 or more	75% of 1%

For purposes of this section, the tax on general engineering, general building, and specialty contractors shall initially be based on the total contract price, payable in equal annual installments within the project term.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts for the preceding calendar years and the deficiency tax, if there be any, shall be collected as provided in this Code or the excess tax payment shall be refunded.

- (f) Owners or operators of cafes, cafeterias, ice cream and other refreshment parlors, restaurant, soda fountain bars, carinderias and food caterers shall pay the tax in accordance with the following:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 2,000.00	30.00
2,000.00 or more but less than 3,750.00	50.00
3,750.00 or more but less than 4,500.00	70.00
4,500.00 or more but less than 6,125.00	90.00
6,125.00 or more but less than 7,250.00	110.00
7,250.00 or more but less than 8,750.00	130.00
8,750.00 or more but less than 10,275.00	150.00
10,275.00 or more but less than 12,125.00	180.00
12,125.00 or more but less than 15,250.00	220.00
15,250.00 or more but less than 16,750.00	250.00
16,750.00 or more but less than 18,250.00	270.00
18,250.00 or more but less than 20,625.00	290.00
20,625.00 or more but less than 23,375.00	350.00
23,375.00 or more but less than 27,000.00	400.00
27,000.00 or more but less than 30,000.00	450.00
30,000.00 or more but less than 33,000.00	500.00
33,000.00 or more but less than 35,875.00	550.00
35,875.00 or more but less than 40,625.00	610.00
40,625.00 or more but less than 45,000.00	660.00
45,000.00 or more but less than 50,000.00	750.00
For every P 1,000.00 or fraction thereof in excess of P 50,000.00	5.00

- (g) Owners or operators of bar, beer garden, cocktail lounge, day and night club, pub house, and sing-along or karaoke bars shall pay the tax in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 2,000.00	40.00
2,000.00 or more but less than 3,750.00	75.00
3,750.00 or more but less than 4,500.00	90.00
4,500.00 or more but less than 6,125.00	122.50
6,125.00 or more but less than 7,250.00	145.00
7,250.00 or more but less than 8,750.00	175.00
8,750.00 or more but less than 10,275.00	205.50
10,275.00 or more but less than 12,125.00	242.50
12,125.00 or more but less than 15,250.00	305.00



15,250.00 or more but less than 16,750.00	335.00
16,750.00 or more but less than 18,250.00	365.00
18,250.00 or more but less than 20,625.00	415.50
20,625.00 or more but less than 23,375.00	467.50
23,375.00 or more but less than 27,000.00	540.00
27,000.00 or more but less than 30,000.00	600.00
30,000.00 or more but less than 33,000.00	660.00
33,000.00 or more but less than 35,875.00	717.50
35,875.00 or more but less than 40,625.00	812.00
40,625.00 or more but less than 45,000.00	910.00
45,000.00 or more but less than 50,000.00	1,000.00
For every P 1,000.00 or fraction thereof in excess of P 50,000.00	10.00

(h) On banks and other financial institutions, at the rate of seven five percent (75%) of one percent (1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

(i) Real estate dealers shall pay the tax in accordance with the following schedule:

1. Subdivision operators, per square . . . . .50/annum  
The tax shall be based on the total area of the remaining lots titled in the name of the subdivision operator.
2. Lessors or sub-lessors of real estate including accessories, apartels, pension inns, apartments, condominiums, house for lease, rooms and spaces for rent shall pay the tax in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	Exempt
1,000.00 or more but less than 4,000.00	30.00
4,000.00 or more but less than 10,000.00	75.00
10,000.00 or more but less than 20,000.00	225.00
20,000.00 or more but less than 30,000.00	450.00
30,000.00 to 50,000.00	750.00
For every P 1,000.00 in excess of P 50,000.00 for real property used for purposes other than residential	15.00
For every P 5,000.00 in excess of P 50,000.00 for real property used for residential purposes	10.00
For newly started business, the initial tax shall be the rate of	50.00

(j) On **dealers** of real estate excluding subdivision operators and lessors of real estate:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 10,000.00	250.00
10,000.00 or more but less than 50,000.00	500.00
50,000.00 or more but less than 100,000.00	750.00
100,000.00 or more but less than 200,000.00	1,500.00
200,000.00 or more but less than 400,000.00	2,250.00
400,000.00 or more but less than 700,000.00	4,000.00





700,000.00 or more but less than 1,000,000.00	6,000.00
1,000,000.00 or more but less than 1,500,000.00	8,750.00
1,500,000.00 or more but less than 2,000,000.00	10,000.00
2,000,000.00 or more but less than 3,000,000.00	13,750.00
3,000,000.00 or more but less than 5,000,000.00	16,000.00
5,000,000.00 or more but less than 6,500,000.00	20,000.00
6,500,000.00 or more but less than 8,000,000.00	25,000.00
8,000,000.00 or more but less than 10,000,000.00	31,500.00
For every 500,000.00 in excess of P 10,000,000.00	1,000.00

For newly started business, the initial tax, shall be the minimum prescribed above.

- (k) Owners or operators of privately-owned public markets and shopping centers shall pay the tax in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Quarter in the amount	Amount of Tax per Quarter
Less than 5,000.00	185.00
5,000.00 or more but less than 10,000.00	375.00
10,000.00 or more but less than 20,000.00	750.00
20,000.00 or more but less than 30,000.00	1,125.00
30,000.00 or more but less than 40,000.00	1,500.00
40,000.00 or more but less than 50,000.00	1,875.00
50,000.00 or more but less than 60,000.00	2,250.00
60,000.00 or more but less than 70,000.00	2,625.00
70,000.00 or more but less than 80,000.00	3,000.00
80,000.00 or more but less than 90,000.00	3,375.00
90,000.00 to 100,000.00	3,750.00
For every P 1,000.00 in excess of P 100,000	30.00

For newly stated privately-owned public markets, the tax shall be the minimum prescribed above.

- (l) On owners or operators of amusement places such as bowling alleys, billiard halls, pool rooms, video game parlors, bath houses and resorts with swimming pools.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	20.00
1,000.00 or more but less than 2,000.00	40.00
2,000.00 or more but less than 3,000.00	60.00
3,000.00 or more but less than 4,000.00	80.00
4,000.00 or more but less than 5,000.00	100.00
5,000.00 or more but less than 6,000.00	120.00
6,000.00 or more but less than 7,000.00	140.00
7,000.00 or more but less than 8,000.00	160.00
8,000.00 or more but less than 10,000.00	200.00
10,000.00 or more but less than 15,000.00	300.00
15,000.00 or more but less than 20,000.00	400.00
20,000.00 or more but less than 30,000.00	600.00
30,000.00 or more but less than 40,000.00	800.00
40,000.00 or more but less than 50,000.00	1,000.00
50,000.00 or more but less than 75,000.00	1,500.00



75,000.00 or more but less than 100,000.00	2,000.00
100,000.00 or more but less than 150,000.00	3,000.00
150,000.00 or more but less than 200,000.00	4,000.00
200,000.00 or more but less than 300,000.00	6,000.00
300,000.00 or more but less than 500,000.00	10,000.00
500,000.00 or more but less than 750,000.00	15,000.00
750,000.00 or more but less than 1,000,000.00	20,000.00
1,000,000.00 or more but less than 2,000,000.00	40,000.00
2,000,000.00 or more –at a rate not exceeding 75% of 1%	

## ARTICLE 18. OTHER TAXES ON BUSINESS

### A. TAX ON MOBILE TRADERS

#### SECTION 98. Definition. - When used in this Article

A Mobile Trader is a person, who either for himself or commission, travels from place to place and sells his goods or sells and offers to deliver the same, using a vehicle. Subsumed in this definition are rolling stores, portable stores, and similar arrangements.

SECTION 99. Imposition of Tax. - There is hereby imposed an annual tax at the rate of one percent (1%) on the gross receipts of Mobile Traders.

SECTION 100. Time of Payment. - The tax shall be paid upon the issuance of the Mayor's Permit to do business in the city/municipality.

SECTION 101. Administrative Provisions. - The City Treasurer shall determine the taxable gross receipts by applying the Presumptive Income Level Technique provided in this Code, and thereafter assess and collect the tax due.

### B. TAX ON OPERATORS OF PUBLIC UTILITY VEHICLES

SECTION 102. Imposition of Tax. - There is hereby imposed a tax on operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises:

Kind of Public Utility	Amount of Fee per Annum
Air-conditioned buses	₱1,500.00/ per unit
Buses without air conditioning	1,200.00/ per unit
"Mini" buses	1,000.00/ per unit
Jeepneys/AUVs	750.00/ per unit
Taxis	750.00/ per unit

NOTE: Rate may be determined by computing estimated earning per day x 300 days x rate not to exceed 2% of gross receipts)

SECTION 103. Time of Payment. The tax shall be paid within the first twenty (20) days of January of each year.

### C. TAX ON AMBULANT AND ITINERANT AMUSEMENT OPERATORS

SECTION 104. Imposition of Tax. There is hereby imposed a tax on ambulant and itinerant amusement operators during fiestas and fairs at the following rates:



Type of Amusement	Amount of Fee (Per Day Basis)
<ul style="list-style-type: none"> <li>Circus, carnivals, or the like per day</li> <li>Merry-Go-Round, roller coaster, ferris wheel, swing, shooting gallery and other similar contrivances per day</li> <li>Sports contest/exhibitions per day</li> <li>Other similar contrivances</li> </ul>	₱ 500.00 300.00 500.00 300.00

SECTION 105. Time of Payment. The tax herein imposed shall be payable before engaging in such activity.

## 5. PROCESSING OF PAYMENT FOR BUSINESS TAX AND REGULATORY FEES

Business Tax is an imposed tax for person, natural or juridical, who establishes, operates, conducts or maintains their respective businesses within the City of Navotas.

<b>Office or Division:</b>	City Treasurer's Office – Business License Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of Payment (1 original, 1 photocopy)		Business Permit and Licensing Office - BOSS		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Pay the required taxes, fees and charges based on the orders of payment  * Make sure to secure Official Receipt that will be issued upon payment	1. Receive all the documents from CBPLO	None	Shall be done during the 15-Minute period	Clerk CTO
	1.1 Call the client's queuing number	None		Clerk CTO
	1.2 Accept payment based on the orders of payment	Please refer to the schedule of fees		Clerk CTO
	1.3 Issue the Official Receipts and CTC and all the documents.	None		Clerk CTO
	1.4 Advise to proceed to CBPLO			



1.1 Accept all the documents and official receipts		None		Clerk CTO
<b>TOTAL:</b>		<b>Please refer to the schedule of fees</b>	<b>15 Minutes</b>	

### Schedule of Fees:

#### **CITY ORDINANCE NO. 2017-18** ARTICLE 17 - GRADUATED TAX ON BUSINESS

SECTION 97 - Imposition of Tax - These is hereby imposed on the following persons, natural or juridical, who establish, operate, conduct or maintain their respective businesses within the City of Navotas, a graduated business tax in the amounts hereafter prescribed;

- a) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature, accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 10,000.00	173.00
10,000.00 or more but less than 15,000.00	231.00
15,000.00 or more but less than 20,000.00	317.00
20,000.00 or more but less than 30,000.00	462.00
30,000.00 or more but less than 40,000.00	693.00
40,000.00 or more but less than 50,000.00	866.00
50,000.00 or more but less than 75,000.00	1,386.00
75,000.00 or more but less than 100,000.00	1,733.00
100,000.00 or more but less than 150,000.00	2,310.00
150,000.00 or more but less than 200,000.00	2,888.00
200,000.00 or more but less than 300,000.00	4,043.00
300,000.00 or more but less than 500,000.00	5,775.00
500,000.00 or more but less than 750,000.00	8,400.00
750,000.00 or more but less than 1,000,000.00	10,500.00
1,000,000.00 or more but less than 2,000,000.00	14,438.00
2,000,000.00 or more but less than 3,000,000.00	17,325.00
3,000,000.00 or more but less than 4,000,000.00	20,790.00
4,000,000.00 or more but less than 5,000,000.00	24,255.00
5,000,000.00 or more but less than 6,000,000.00	25,594.00
6,000,000.00 or more but less than 7,000,000.00	26,873.00
7,000,000.00 or more but less than 20,000,000.00	
of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 38% of 1%	
20,000,000.00 or more but less than 50,000,000.00	
of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax of 36% of 1%	
50,000,000.00 and above of Gross Receipts, for every 100,000.00 or fraction thereof, an additional tax	



of 25% of 1%	
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The preceding rates shall apply only to amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Article.

- b)** On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax Per Annum
Less than 1,000.00	19.00
1,000.00 or more but less than 2,000.00	35.00
2,000.00 or more but less than 3,000.00	53.00
3,000.00 or more but less than 4,000.00	76.00
4,000.00 or more but less than 5,000.00	105.00
5,000.00 or more but less than 6,000.00	128.00
6,000.00 or more but less than 7,000.00	151.00
7,000.00 or more but less than 8,000.00	174.00
8,000.00 or more but less than 10,000.00	197.00
10,000.00 or more but less than 15,000.00	231.00
15,000.00 or more but less than 20,000.00	289.00
20,000.00 or more but less than 30,000.00	347.00
30,000.00 or more but less than 40,000.00	462.00
40,000.00 or more but less than 50,000.00	693.00
50,000.00 or more but less than 75,000.00	1,040.00
75,000.00 or more but less than 100,000.00	1,386.00
100,000.00 or more but less than 150,000.00	1,964.00
150,000.00 or more but less than 200,000.00	2,541.00
200,000.00 or more but less than 300,000.00	3,465.00
300,000.00 or more but less than 500,000.00	4,620.00
500,000.00 or more but less than 750,000.00	6,930.00
750,000.00 or more but less than 1,000,000.00	9,240.00
1,000,000.00 or more but less than 2,000,000.00	10,500.00
2,000,000.00 or more but less than 3,000,000.00	12,500.00
3,000,000.00 and above of Gross Receipts. For every 100,000.00 or fraction thereof, An additional tax of 50% of 1%	

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers provided in this Section.

- c)** On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article.

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil and cooking gas;
- (4) Laundry soap, detergents, and medicine;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (6) Poultry feeds and other animal feeds;
- (7) School supplies; and
- (8) Cement



For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

**(d) On retailers.**

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
More than P50,000.00 but not over P400,000.00	2 %
More than P400,000.00	1 %

The rate of two percent (2%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one percent (1 %) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P 400,000.00).

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Fifty Thousand Pesos (P 50,000.00) subject to existing laws and regulations.

**(e) On contractors and other independent contractors,** in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	29.50
5,000.00 or more but less than 10,000.00	64.60
10,000.00 or more but less than 15,000.00	109.50
15,000.00 or more but less than 20,000.00	173.00
20,000.00 or more but less than 30,000.00	289.00
30,000.00 or more but less than 40,000.00	404.00
40,000.00 or more but less than 50,000.00	578.00
50,000.00 or more but less than 75,000.00	924.00
75,000.00 or more but less than 100,000.00	1,386.00
100,000.00 or more but less than 150,000.00	2,079.00
150,000.00 or more but less than 200,000.00	2,772.00
200,000.00 or more but less than 250,000.00	3,812.00
250,000.00 or more but less than 300,000.00	4,851.00
300,000.00 or more but less than 400,000.00	6,468.00
400,000.00 or more but less than 500,000.00	8,663.00
500,000.00 or more but less than 750,000.00	9,713.00
750,000.00 or more but less than 1,000,000.00	10,763.00
1,000,000.00 or more but less than 2,000,000.00	12,075.00
2,000,000.00 or more	75% of 1%

For purposes of this section, the tax on general engineering, general building, and specialty contractors shall initially be based on the total contract price, payable in equal annual installments within the project term.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts for the preceding calendar years and the deficiency tax, if there be any, shall be collected as provided in this Code or the excess tax payment shall be refunded.



- (f) Owners or operators of cafes, cafeterias, ice cream and other refreshment parlors, restaurant, soda fountain bars, carinderias and food caterers shall pay the tax in accordance with the following:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 2,000.00	30.00
2,000.00 or more but less than 3,750.00	50.00
3,750.00 or more but less than 4,500.00	70.00
4,500.00 or more but less than 6,125.00	90.00
6,125.00 or more but less than 7,250.00	110.00
7,250.00 or more but less than 8,750.00	130.00
8,750.00 or more but less than 10,275.00	150.00
10,275.00 or more but less than 12,125.00	180.00
12,125.00 or more but less than 15,250.00	220.00
15,250.00 or more but less than 16,750.00	250.00
16,750.00 or more but less than 18,250.00	270.00
18,250.00 or more but less than 20,625.00	290.00
20,625.00 or more but less than 23,375.00	350.00
23,375.00 or more but less than 27,000.00	400.00
27,000.00 or more but less than 30,000.00	450.00
30,000.00 or more but less than 33,000.00	500.00
33,000.00 or more but less than 35,875.00	550.00
35,875.00 or more but less than 40,625.00	610.00
40,625.00 or more but less than 45,000.00	660.00
45,000.00 or more but less than 50,000.00	750.00
For every P 1,000.00 or fraction thereof in excess of P 50,000.00	5.00

- (g) Owners or operators of bar, beer garden, cocktail lounge, day and night club, pub house, and sing-along or karaoke bars shall pay the tax in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 2,000.00	40.00
2,000.00 or more but less than 3,750.00	75.00
3,750.00 or more but less than 4,500.00	90.00
4,500.00 or more but less than 6,125.00	122.50
6,125.00 or more but less than 7,250.00	145.00
7,250.00 or more but less than 8,750.00	175.00
8,750.00 or more but less than 10,275.00	205.50
10,275.00 or more but less than 12,125.00	242.50
12,125.00 or more but less than 15,250.00	305.00
15,250.00 or more but less than 16,750.00	335.00
16,750.00 or more but less than 18,250.00	365.00
18,250.00 or more but less than 20,625.00	415.50
20,625.00 or more but less than 23,375.00	467.50
23,375.00 or more but less than 27,000.00	540.00
27,000.00 or more but less than 30,000.00	600.00
30,000.00 or more but less than 33,000.00	660.00
33,000.00 or more but less than 35,875.00	717.50
35,875.00 or more but less than 40,625.00	812.00





40,625.00 or more but less than 45,000.00	910.00
45,000.00 or more but less than 50,000.00	1,000.00
For every P 1,000.00 or fraction thereof in excess of P 50,000.00	10.00

(h) On banks and other financial institutions, at the rate of seven five percent (75%) of one percent (1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

(i) Real estate dealers shall pay the tax in accordance with the following schedule:

1. Subdivision operators, per square . . . . .50/annum  
The tax shall be based on the total area of the remaining lots titled in the name of the subdivision operator.
2. Lessors or sub-lessors of real estate including accessories, apartels, pension inns, apartments, condominiums, house for lease, rooms and spaces for rent shall pay the tax in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	Exempt
1,000.00 or more but less than 4,000.00	30.00
4,000.00 or more but less than 10,000.00	75.00
10,000.00 or more but less than 20,000.00	225.00
20,000.00 or more but less than 30,000.00	450.00
30,000.00 to 50,000.00	750.00
For every P 1,000.00 in excess of P 50,000.00 for real property used for purposes other than residential	15.00
For every P 5,000.00 in excess of P 50,000.00 for real property used for residential purposes	10.00
For newly started business, the initial tax shall be the rate of	50.00

(j) On **dealers** of real estate excluding subdivision operators and lessors of real estate:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 10,000.00	250.00
10,000.00 or more but less than 50,000.00	500.00
50,000.00 or more but less than 100,000.00	750.00
100,000.00 or more but less than 200,000.00	1,500.00
200,000.00 or more but less than 400,000.00	2,250.00
400,000.00 or more but less than 700,000.00	4,000.00
700,000.00 or more but less than 1,000,000.00	6,000.00
1,000,000.00 or more but less than 1,500,000.00	8,750.00
1,500,000.00 or more but less than 2,000,000.00	10,000.00
2,000,000.00 or more but less than 3,000,000.00	13,750.00
3,000,000.00 or more but less than 5,000,000.00	16,000.00
5,000,000.00 or more but less than 6,500,000.00	20,000.00
6,500,000.00 or more but less than 8,000,000.00	25,000.00
8,000,000.00 or more but less than 10,000,000.00	31,500.00
For every 500,000.00 in excess of P 10,000,000.00	1,000.00





For newly started business, the initial tax, shall be the minimum prescribed above.

- (k) Owners or operators of privately-owned public markets and shopping centers shall pay the tax in accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Quarter in the amount	Amount of Tax per Quarter
Less than 5,000.00	185.00
5,000.00 or more but less than 10,000.00	375.00
10,000.00 or more but less than 20,000.00	750.00
20,000.00 or more but less than 30,000.00	1,125.00
30,000.00 or more but less than 40,000.00	1,500.00
40,000.00 or more but less than 50,000.00	1,875.00
50,000.00 or more but less than 60,000.00	2,250.00
60,000.00 or more but less than 70,000.00	2,625.00
70,000.00 or more but less than 80,000.00	3,000.00
80,000.00 or more but less than 90,000.00	3,375.00
90,000.00 to 100,000.00	3,750.00
For every P 1,000.00 in excess of P 100,000	30.00

For newly stated privately-owned public markets, the tax shall be the minimum prescribed above.

- (l) On owners or operators of amusement places such as bowling alleys, billiard halls, pool rooms, video game parlors, bath houses and resorts with swimming pools.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	20.00
1,000.00 or more but less than 2,000.00	40.00
2,000.00 or more but less than 3,000.00	60.00
3,000.00 or more but less than 4,000.00	80.00
4,000.00 or more but less than 5,000.00	100.00
5,000.00 or more but less than 6,000.00	120.00
6,000.00 or more but less than 7,000.00	140.00
7,000.00 or more but less than 8,000.00	160.00
8,000.00 or more but less than 10,000.00	200.00
10,000.00 or more but less than 15,000.00	300.00
15,000.00 or more but less than 20,000.00	400.00
20,000.00 or more but less than 30,000.00	600.00
30,000.00 or more but less than 40,000.00	800.00
40,000.00 or more but less than 50,000.00	1,000.00
50,000.00 or more but less than 75,000.00	1,500.00
75,000.00 or more but less than 100,000.00	2,000.00
100,000.00 or more but less than 150,000.00	3,000.00
150,000.00 or more but less than 200,000.00	4,000.00
200,000.00 or more but less than 300,000.00	6,000.00
300,000.00 or more but less than 500,000.00	10,000.00
500,000.00 or more but less than 750,000.00	15,000.00
750,000.00 or more but less than 1,000,000.00	20,000.00
1,000,000.00 or more but less than 2,000,000.00	40,000.00
2,000,000.00 or more –at a rate not exceeding 75% of 1%	



## ARTICLE 18. OTHER TAXES ON BUSINESS

### A. TAX ON MOBILE TRADERS

#### SECTION 98. Definition. - When used in this Article

A Mobile Trader is a person, who either for himself or commission, travels from place to place and sells his goods or sells and offers to deliver the same, using a vehicle. Subsumed in this definition are rolling stores, portable stores, and similar arrangements.

SECTION 99. Imposition of Tax. - There is hereby imposed an annual tax at the rate of one percent (1%) on the gross receipts of Mobile Traders.

SECTION 100. Time of Payment. - The tax shall be paid upon the issuance of the Mayor's Permit to do business in the city/municipality.

SECTION 101. Administrative Provisions. - The City Treasurer shall determine the taxable gross receipts by applying the Presumptive Income Level Technique provided in this Code, and thereafter assess and collect the tax due.

### B. TAX ON OPERATORS OF PUBLIC UTILITY VEHICLES

SECTION 102. Imposition of Tax. - There is hereby imposed a tax on operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this city under a certificate of public convenience and necessity or similar franchises:

Kind of Public Utility	Amount of Fee per Annum
Air-conditioned buses	₱1,500.00/ per unit
Buses without air conditioning	1,200.00/ per unit
"Mini" buses	1,000.00/ per unit
Jeepneys/AUVs	750.00/ per unit
Taxis	750.00/ per unit

NOTE: Rate may be determined by computing estimated earning per day x 300 days x rate not to exceed 2% of gross receipts)

SECTION 103. Time of Payment. The tax shall be paid within the first twenty (20) days of January of each year.

### C. TAX ON AMBULANT AND ITINERANT AMUSEMENT OPERATORS

SECTION 104. Imposition of Tax. There is hereby imposed a tax on ambulant and itinerant amusement operators during fiestas and fairs at the following rates:

Type of Amusement	Amount of Fee (Per Day Basis)
• Circus, carnivals, or the like per day	₱ 500.00
• Merry-Go-Round, roller coaster, ferris wheel, swing, shooting gallery and other similar contrivances per day	300.00
• Sports contest/exhibitions per day	500.00
• Other similar contrivances	300.00

SECTION 105. Time of Payment. The tax herein imposed shall be payable before engaging in such activity.



## ARTICLE 20 - FIXED TAX ON BUSINESS

SECTION 116 - Imposition of Tax - There is hereby imposed, as herein below specified, taxes on the following business in the municipality.

a) On dealers in fermented liquors, distilled spirits, and/or wines:

1) Wholesale dealers in foreign liquors	₱1,000.00
2) Wholesale dealers in domestic liquors	500.00
3) Retail dealers in foreign liquors	300.00
4) Retail dealers in domestic liquors	150.00
5) Wholesale dealers in vine	100.00
6) Retail dealers in vine liquors	50.00
7) Retail dealers in tuba, basi, and/or tapuy	50.00

b) On dealers in tobacco:

1) Retail leaf tobacco dealers	₱ 75.00
2) Wholesale leaf tobacco dealers	300.00
3) Retail tobacco dealers	75.00
4) Wholesale tobacco dealers	300.00

c) On owners or operators of amusement/vending devices:

1) Each jukebox machine	₱ 200.00
2) Each machine or apparatus for visual entertainment	100.00
3) Each apparatus for weighing person	50.00
4) Each machine for dispensing or vending softdrinks and other articles	300.00
5) Each machine or apparatus for printing letters or numbers	60.00
6) Each similar device for vending games of skill or amusement	75.00
7) For each coin or token operated amusement machine or apparatus	300.00
8) Circuses, carnivals, and the like per day:	
For the first ten (10) days	200.00
For each day thereafter	25.00
9) Side shows, per booth:	
For the first ten (10) days	100.00
For each day thereafter	15.00
10) Merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries, or similar contrivances:	
For the first ten (10) days	200.00
For Each day thereafter	15.00

d) On owners and operators of private cemeteries or memorial parks:

1) With an area of less than 2 hectares	₱ 500.00
2) 2 hectares but not more than 5 hectares	1,000.00
3) More than (5) hectares	2,000.00

e) Fishponds, fishpens, or fish breeding grounds or fraction thereof.....₱15.00

f) Rice or corn mills, mainly milling for other persons with total capacity, per machine as follows:

1) "Corn mill", - not exceeding one hundred cavans per 12 hr. capacity	₱ 22.50
2) "Corn mill" - exceeding one hundred cavans per 12 hr. capacity	33.75
3) "Kiskisan" - not exceeding one hundred cavans of palay per 12 hr.	37.50



capacity

4) "Kiskisan" - exceeding one hundred cavans of palay per 12 hr. capacity	56.25
5) "Cono" - not exceeding 100 cavans of palay per 12 hr. capacity	150.00
6) "Cono" - not exceeding 200 cavans of palay per 12 hr. capacity	300.00
7) "Cono" - not exceeding 300 cavans of palay per 12 hr. capacity	450.00
8) "Cono" - not exceeding 400 cavans of palay per 12 hr. capacity	675.00
9) "Cono" - not exceeding 500 cavans of palay per 12 hr. capacity	975.00
10) "Cono" - not exceeding 600 cavans of palay per 12 hr. capacity	1,350.00
11) "Cono" - not exceeding 700 cavans of palay per 12 hr. capacity	1,875.00
12) "Cono" - not exceeding 800 cavans of palay per 12 hr. capacity	2,400.00
13) "Cono" - not exceeding 900 cavans of palay per 12 hr. capacity	3,000.00
14) "Cono" - not exceeding 1,000 cavans of palay per 12 hr. capacity	3,600.00

g) Cold Storage and refrigeration cases:

1) Refrigeration or cold storage unit:

With total cold storage capacity:

Not exceeding 5 cu.m.	₱ 150.00
Over 5 to 15 cu.m.	225.00
Over 15 to 25 cu.m.	375.00
Over 25 to 35 cu.m.	750.00
Over 35 to 50 cu.m.	1,125.00
Over 50 cu.m.	1,500.00

2) Refrigerating cases:

Less than 5 cu.m.	₱ 7.50
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h) Nursery, vocational and other schools not regulated by the Department of Education Culture and Sports:

With 5 or less students	₱ 75.00
Over 5 but not more than 20 students	150.00
Over 20 students	300.00

i) Dancing schools/ Deriving schools/ Speed reading / EDP /Judo /Karate, etc.

1) With 100 or more students	₱ 450.00
2) With 50 to 99 students	300.00
3) With 25 to 49 students	225.00
4) With less than 25 students	150.00

j) Car exchange on consignment basis only:

For an enclosure of 500 sq. m. or less	₱ 225.00
For an enclosure of more than 500 sq. m.	300.00

If car exchange is being operated on a buying and selling basis, they are covered by the graduated business tax on retailers, independent wholesalers and distributors, under Section 75.

k) Storage of flammable, combustible or explosive substance:

a) Flammable liquids

Flammable liquids with flash point at 20 F or below, such as gasoline and other carbon besolphide, naphta, benzolallodin and acetone:



Over 5 to 25 gals	₱ 7.50
Over 25 to 50 gals	20.00
Over 50 to 100 gals	40.00
Over 100 to 500 gals	80.00
Over 500 to 1,000 gals	120.00
Over 1,000 to 1,500 gals	160.00
Over 1,500 to 2,000 gals	200.00
Over 2,000 to 2,500 gals	240.00
Over 2,500 to 3,000 gals	320.00
Over 3,000 to 3,500 gals	400.00
Over 3,500 to 4,000 gals	480.00
Over 4,000 to 8,000 gals	600.00
Over 8,000 to 10,000 gals	800.00
Over 10,000 to 50,000 gals	1,200.00
Over 50,000 to 200,000 gals	1,800.00
Over 200,000 to 500,000 gals	2,400.00
Over 500,000 to 1,500,000 gals	3,200.00
Over 1,500,000 gals.	4,000.00

Flammable liquids with flash point at above 20 F and below 70 F such as alcohol, amyl-acetate, tuluol, ethyl acetate:

Over 5 to 25 gals	₱ 15.00
Over 25 to 50 gals	20.00
Over 50 to 100 gals	30.00
Over 100 to 500 gals	50.00
Over 500 to 1,000 gals	80.00
Over 1,000 to 5,000 gals	200.00
Over 5,000 to 25,000 gals	400.00
Over 25,000 to 50,000 gals	800.00
Over 50,000 gals	1,000.00

Flammable liquids with flash point at 70 F and below 70 F such as alcohol, amyl-acetate, tuluol, ethyl acetate:

Over 5 to 25 gals	₱ 15.00
Over 25 to 50 gals	20.00
Over 50 to 100 gals	30.00
Over 100 to 500 gals	50.00
Over 500 to 1,000 gals	80.00
Over 1,000 to 5,000 gals	200.00
Over 5,000 to 25,000 gals	400.00
Over 25,000 to 50,000 gals	800.00
Over 50,000 gals	1,000.00

Flammable liquids with flash point at 70 F to 200 F such as turpentine, thinner, prepared paints, diesel oil, fuel oil, kerosene, varnish, cleansing, solvent, polishing liquids:

Over 5 to 25 gals	₱ 7.50
Over 25 to 50 gals	12.00
Over 50 to 100 gals	20.00
Over 100 to 1,000 gals	50.00
Over 1,000 to 5,000 gals	100.00
Over 5,000 to 10,000 gals	200.00
Over 10,000 to 50,000 gals	300.00
Over 50,000 to 100,000 gals	500.00
Over 100,000 to 500,000 gals	800.00
Over 500,000 to 900,000 gals	1,500.00
Over 900,000 gals	2,000.00



Flammable liquids with flash point or over 200 F when subject to spontaneous ignition or is artificially heated to a temperature equal or higher than its flash point such as petroleum oil, crude oil, others:

Over 5 to 25 gals	P 7.50
Over 25 to 50 gals	12.00
Over 50 to 100 gals	20.00
Over 100 to 500 gals	60.00
Over 500 to 1,000 gals	120.00
Over 1,000 to 20,000 gals	200.00

b) Flammable Gases:

Acetylene, hydrogen, coal gas, and other flammable gaseous form, except liquefied petroleum gas and other compressed gasses:

Over 15 to 25 kgs.	P 10.00
Over 25 to 100 kgs.	20.00
Over 100 to 500 kgs.	60.00
Over 500 to 2,000 kgs.	120.00
Over 2,000 to 10,000 kgs.	300.00
Over 10,000 to 50,000 kgs.	600.00
Over 50,000 to 100,000 kgs.	900.00
Over 100,000 kgs.	1,500.00

c) Combustible solids:

I. Calcium Carbide

Over 10 but not more than 20 kgs.	P 22.50
Over 20 but not more than 50 kgs.	30.00
Over 50 but not more than 500 kgs.	60.00
Over 500 but not more than 1,000 kgs.	90.00
Over 1,000 but not more than 5,000 kgs.	120.00
Over 5,000 but not more than 10,000 kgs.	150.00
Over 10,000 but not more than 50,000 kgs.	225.00
Over 50,000 kgs.	300.00

II. Pyrolyxin:

Over 10 to 50 kgs.	P 20.00
Over 50 to 200 kgs.	40.00
Over 200 to 500 kgs.	80.00
Over 500 to 1,000 kgs.	150.00
Over 1,000 to 3,000 kgs.	300.00
Over 3,000 to 10,000 kgs.	500.00
Over 10,000 kgs.	1,000.00

III. Matches:

Over 25 to 100 kgs.	P 20.00
Over 100 to 500 kgs.	100.00
Over 500 to 1,000 kgs.	200.00
Over 1,000 to 5,000 kgs.	400.00
Over 5,000 kgs.	600.00

IV. Nitrate, phosphorous, bromine, sodium, picric acid, and another hazardous, explosive, corrosive, oxidizing and lachrymatory properties.

Over 5 to 25 kgs.	P 20.00
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Over 25 to 100 kgs.	30.00
Over 100 to 500 kgs.	75.00
Over 500 to 1,000 kgs.	150.00
Over 1,000 to 5,000 kgs.	225.00
Over 5,000 kgs.	300.00

V. Shredded combustible materials such as wood shavings (kusot), waste (estopa), sisal, oakum, and other similar combustible shaving and fine materials:

Over 9 to 100 cu. ft.	P 20.00
Over 100 to 500 cu. ft.	60.00
Over 500 to 1,000 cu. ft.	90.00
Over 1,000 to 2,500 kgs.	150.00
Over 2,500 kgs.	225.00

VI. Tar, resin, waxes, copra, rubber, coal, bituminous coal and similar combustible materials:

Over 50 to 100 kgs.	P 22.50
Over 100 to 1,000 kgs.	45.00
Over 1,000 to 5,000 kgs.	90.00
Over 5,000 kgs.	150.00

### CHAPTER III – PERMITS AND REGULATORY FEES

#### ARTICLE 1 – MAYOR'S PERMIT FEES FOR BUSINESS, OCCUPATIONS AND OTHER ACTIVITIES

SECTION 129– Imposition of Fees – The following permit fees shall be collected for the issuance of a permit by the City Mayor or his duly authorized deputies to operate a business, pursue an occupation or calling, or undertake an activity within the City.

A) On the Operation of business:

1) Dealers in fermented liquors, distilled spirits and/or wines, except for wine houses/cellars which shall be based on capitalization:

a) Wholesale dealers in foreign liquors	₱500.00
b) Retail dealers in foreign liquors	250.00
c) Wholesale dealers in domestic liquors	187.50
d) Retail dealers in domestic liquors	125.00
e) Wholesale dealers in fermented liquors	187.50
f) Retail dealers in fermented liquors	125.00
g) Wholesale dealers in vine liquors	125.00
h) Retail dealers in vine liquors	93.75
i) Retail dealers in tuba, basi and/or tapuy	62.50

2) Dealers in tobacco:

a) Retail leaf tobacco dealers	₱ 62.50
b) Wholesale leaf tobacco dealers	312.50
c) Retail tobacco dealers	93.50
d) Wholesale tobacco dealers	187.50

3) Owners or operations of amusement places/devices:

a) KTV Bar	₱4,375.00
b) Cocktail lounge, bars, disco houses, and	3,750.00





other similar establishments	
c) Dance halls or dancing pavilions	937.50
d) Social clubs/voluntary associations or organizations	937.50
e) Skating rinks	937.50
f) Bath houses, resorts, and the like per Establishments	937.50
g) Steam baths, spa and the like per establishments	4,375.00
h) Billiards halls, pool halls, per table	25.00
i) Bowling establishments	3,750.00
j) Circuses, carnivals, fun houses and the like	1,250.00
k) Merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries or similar contrivances and side show booths, per contrivance or booth	125.00
l) Theaters and cinemahouses:	
Air-conditioned	5,000.00
Non-air-conditioned	2,500.00
Itinerant operators	62.50/day
m) Boxing stadium, auditoriums, gymnasia, concert halls, or similar halls or establishments	3,750.00
n) Race track establishments	3,750.00
o) Pelota/tennis/squash courts, per court	62.50
p) Coliseum establishments	4,375.00
q) Off-track or off-fronton betting stations, per station	1,250.00
r) Amusement devices, per device	62.50
4) Financial institutions and/or lending institutions (pawnshops, banks, insurance companies, savings and loan associations, financial and/or lending investors), per establishments:	
Main Office	₱5,000.00
Per Branch	2,500.00
5) Dealers in securities, including foreign exchange dealers	1,250.00
6) Educational life plan/memorial plan:	
Principal Office	2,500.00
Per branch/agency	1,250.00
7) Subdivision operators	1,250.00
8) Private cemeteries/memorial parks	2,500.00
9) Boarding houses/lodging houses	250.00
10) Dancing schools/judo karate school/driving schools/speed reading/EDP, etc.	250.00
11) Nursery, vocational, and other schools not regulated by the DepEd	625.00
12) Driving ranges	625.00
13) Golf Links	1,250.00
14) Mini-golf Links	625.00
15) Polo Grounds	2,500.00
16) Private detective/security agencies:	
Principal Office	312.50
For every locality where security guards are posted	125.00
B) <u>On other activities:</u>	
1) On delivery trucks or vans to be paid by the manufacturers, producers of and dealers in any	





product regardless of the number of trucks or vans	₱125.00
2) For maintaining window/display office	187.50
3) Promoters, sponsors or talent scouts	312.50
4) For holding stage shows or floor/fashion shows, payable by the operator	312.50
5) For maintaining an office, such as liaison office, administrative office and/or similar office, with an area as follows:	
400 sq. m. or more	₱875.00
300 sq. m. or more but less than 400 sq. m.	750.00
200 sq. m. or more but less than 300 sq. m.	500.00
100 sq. m. or more but less than 200 sq. m.	375.00
50 sq. m. or more but less than 100 sq. m.	250.00
Less than 50 sq. meters	125.00
6) For operating private warehouse or bodega of wholesalers/retailers, importers and exporters except those which business is duly licensed in the locality where such bodega is located.	1,875.00
7) Cold Storage	312.50
8) Refrigerating cases	125.00
9) Lumberyards	375.00
10) Car exchange on consignment basis	937.50
11) Storage and sale of flammable or explosive substance	1,250.00
12) Peddlers	62.50
13) Signboards, billboards and other forms of advertisements	125.00
House to house promotional sales, per salesman	12.50/day
14) Film shooting on location, per day	250.00
15) Gun Clubs	625.00
16) Judo-karate clubs	250.00
17) Candle or soap factory	
a) With machinery	1,875.00
b) W/out machinery	625.00
18) Manufacturer of paint, paste, ink dyes and other similar products	
a) With machinery	2,500.00
b) W/out machinery	1,250.00
19) Manufacturer of coconut oil and other kinds of edible oil	
a) With Machinery	3,750.00
b) W/out Machinery	1,250.00
20) Manufacturer of lard, boiling fat, butter sauce, sausages, hotdog, baloney and other kinds of similar products:	
a) With machinery	2,500.00
b) W/out machinery	1,000.00
21) Manufacturer of coffee or chocolate, candles, sweets, and other similar products:	
a) With machinery	1,875.00
b) W/out machinery	625.00
22) Ice cream or ice drop factory:	
a) With machinery	1,875.00
b) W/out machinery	625.00
23) Tanneries	3,125.00
24) Assaying Laboratories	625.00
25) Ice Factory	2,500.00
26) Manufacturer or Pharmaceutical Products:	
a) With machinery	2,500.00
b) W/out machinery	1,250.00



27) Manufacturer of perfumeries or lotion, hair tonics, hair pomades, lipstick, cosmetics and other similar products	
a) With machinery	2,500.00
b) W/out machinery	1,000.00
28) Manufacturer of batteries for motor vehicles, charging and re-charging of batteries	1,500.00
29) Manufacturer of neon lights	1,000.00
30) Carpentry, manufacture of wooden boxes:	
a) With machinery	1,875.00
b) W/out machinery	625.00
31) Manufacturer of Mattresses:	
a) With bed factory connection	1,875.00
b) W/out bed factory connection	1,250.00
32) Manufacturer and repair of shoes:	
a) With machinery	1,250.00
b) W/out machinery	437.50
33) Manufacture of shell and wooden furniture, all kinds	
a) With machinery	1,875.00
b) W/out machinery	937.50
34) Establishment for the construction and repair of bodies of motor vehicles/assembler of trucks, buses and heavy equipment	
a) With machinery installation	3,125.00
b) W/out machinery installation	1,875.00
c) Construction of body of light vehicles	625.00
35) Establishment for the repair of motor vehicles:	
a) With an area of more than 1,000 sq. m.	625.00
b) With an area of more than 500 sq. m but not exceeding 1,000 sq. meters	500.00
c) With an area of 500 sq. m. or less	250.00
36) Blacksmith shops:	
a) With machinery and forges	750.00
b) W/out machinery but with forges	500.00
37) Machine shops establishments for manufacturing or repairing parts of mechanical apparatus or engines or manufacturing any kind of articles made of brass, iron or other metals:	
a) With more than 10 lathes	1,875.00
b) With 7 to 10 lathes	1,250.00
c) With 4 to 6 lathes	937.50
d) With lathes not exceeding	625.00
e) W/out machinery	437.50
38) Repair shops for pianos, auto-pianos, radios, phonographs, typewriters, mimeographs and other similar apparatus:	
a) With machinery	500.00
b) W/out machinery	250.00
39) Foundries of iron bronze:	
a) Founding of 5 or more tons a day	1,875.00
b) Founding of less than 5 tons a day	1,250.00
40) Welding Shops	625.00
41) Lithographer, engraver or printer:	
a) With machinery	1,250.00
b) W/out machinery	625.00
42) Tinsmith:	
a) With machinery	1,250.00
b) W/out machinery	625.00
43) Photo engravers	937.50
44) Photo studios or establishment	437.50



45) Manufacture of matches	1,250.00
46) General repair of articles of Iron, Brass, etc.:	
a) With machinery	937.50
b) W/out machinery	625.00
47) Restaurant, panciterias, cafes, and cafeterias, carinderias, or any other public eating places:	
a) Restaurants or panciterias with more than 50 seating capacity	625.00
b) Restaurants or panciterias with less than 50 seating capacity	500.00
c) Cafes and cafeterias	375.00
d) Carinderia	250.00
48) Refreshment parlors:	
a) With 20 or more seating capacity	437.50
b) With less than 20 seating capacity	312.50
49) Hotels or motels:	
a) With 30 or more rooms	5,000.00
b) With 20 or more but less than 30 rooms	3,750.00
c) With 10 or more but less than 20 rooms	2,500.00
d) With less than 10 rooms	1,250.00
50) Manufacture of aerated water or softdrinks	3,750.00
51) Barber shops:	
a) With 20 or more chairs	375.00
b) With 10 or more but less than 20 chairs	312.50
c) With 5 to 9 chairs	250.00
d) With 4 or less chairs	187.50
52) Hardware store	1,250.00
53) Manufacture of bricks, tiles, hollow blocks and other similar products:	
a) Bricks and tiles	3,750.00
b) Culvert pipes up to 36" diameter	3,125.00
c) Hollow blocks, décor blocks, etc.	1,250.00
d) Hollow blocks only	625.00
54) Distillery, brewery or rectifier and compounder	5,000.00
55) Second hand store:	
a) Hardware and scrap, not spare parts	937.50
b) Furniture and household goods	625.00
56) Grocery Store	625.00
57) Dealers in machineries, automobiles, motor cars, trucks, jeeps, jeepneys, and all other kinds of motor vehicles, machineries or accessories and spare parts:	
a) Dealers in new motor vehicles and spare parts	1,875.00
b) Dealers in second hand motor vehicles and spare parts	1,250.00
58) Establishment for repair of motor vehicles	437.50
59) Bakeries:	
a) Those having 4 ovens or more	1,250.00
b) Those having 2 to 3 ovens	937.50
c) Those having one oven	625.00
d) Hot pan de sal	312.50
60) Undertakers:	
a) With embalming establishment and depositing corpses	1,250.00
b) Rendering funeral services only	937.50
61) Manufacture and sale of rattan chairs, etc.:	
a) With machinery	937.50
b) W/out machinery	625.00
62) Manufacture of mirror and art glassworks:	
a) With machinery	1,250.00
b) W/out machinery	625.00



63) Factory/Manufacturer of cards	1,250.00
64) Printing shops	625.00
65) Printing shops	625.00
66) Manufacturing of Bagoong	250.00
67) Laundry establishment using washing machines	3,152.00
68) Manufacture of eyeglasses:	
a) With machinery	937.50
b) W/out machinery	437.50
69) Manufacture of floor wax	
a) With machinery	1,875.00
b) W/out machinery	937.50
70) Manufacture of "mike", "bijon", "misua", and other kinds of similar products	1,250.00
71) Beauty parlors or shops	312.50
72) Repackers of wine and distilled spirits	1,250.00
73) General Merchandise:	
a) Located in the poblacion or in a shopping center/public market	437.50
b) Located outside the poblacion or shopping center/public market	250.00
74) Recapping (Tire Plant)/machine used	437.50
75) Manufacturer of rubber products :	
a) Rubber tires and tubes	3,750.00
b) V-belts and automotive houses	3,125.00
c) Rubber bushing and other similar products	1,250.00
76) Manufacture of plastic products (recycled)	1,250.00
77) Extraction and hauling of sand, gravel, and other quarry resources	1,250.00
78) Steel mill with smelting, struder and roller machine	5,000.00
79) Manufacturer of steel products with struder and rolling machine	
a) Manufacturer of steel bars with sizes of ½ diameter up and G.I pipes	3,750.00
b) Steel bars 3/8 in diameter below, c.w. nails, chicken wires, and other similar hardware items	3,125.00
80) Manufacturer of paper and cardboard:	
a) Manufacturer of paper and cardboard	3,750.00
b) Manufacturer of paper products such as school pad, notebook, bond paper, cardboard boxes and other similar products	2,312.00
81) Integrated textile mills	4,375.00
82) Manufacture of textile, knitting and dyeing	3,750.00
83) Textile finishing service (dyeing only)	3,312.50
84) Garment manufacture (RTW) and contractor:	
a) With more than 30 sewing machines	2,500.00
b) With 15-30 sewing machine	1,875.00
c) With less than 15 sewing machines	625.00
85) Vulcanizing, radiator repair shop, rewinding shop, battery repair and recharging	437.50
86) Manufacture of snack food:	
a) With machine	2,500.00
b) W/out machine	625.00
87) Nickel plating, chromium plating and anodizing services	1,250.00
88) Manufacturer of aluminium products	2,500.00
89) Sawmill	3,750.00
90) Kiln drying plant	2,500.00
91) Manufacturer of automotive accessories	937.50
92) Manufacturer of canned goods:	
a) With 3 or more steam cookers	3,750.00



b) With less than 3 steam cookers	1,875.00
93) Manufacturer of home appliances:	
a) T.V., Betamax, air-conditioner and refrigerators	3,750.00
b) Radio clock, electric fan, etc.	3,125.00
94) Manufacturer of stainless and kitchenware	3,125.00
95) Feed mill, bone mill, fishmeal, corn and rice mill:	
Capacity: a) More than 100 cavan/day	3,125.00
b) Less than 100 cavan/day	1,250.00
96) Manufacturer of plastic:	
a) With more than 2 extruder machine	4,375.00
b) With one extruder machine	3,125.00
c) With more than 3 injection machine	3,125.00
d) With less than 2 injection machine	2,500.00
e) With crusher and extruder machine	2,500.00
f) With more than 3 extrusion blower	3,125.00
g) With less than 2 extrusion machine	2,500.00
97) Wholesale lumber dealer:	
a) With machine	2,500.00
b) W/out machine	1,250.00
98) Apartments (for lease):	
a) Ten (10) doors up	937.50
b) Five (5) to nine (9) doors	625.00
c) With less than five (5) doors	250.00
99) Dormitories/Boarding house	
a) 21 beds up	450.00
b) 10 to 20 beds	375.00
c) With less than 10 beds	250.00
100) Medical/Dental clinics	312.50
101) Animal Clinic	250.00
102) Private Hospital:	
a) More than 21 beds	1,250.00
b) 12 to 20 beds	937.50
c) With less than 12 beds	625.00
103) On owners, operators, or maintainers of gasoline service/filling stations:	
a) With an area of 1,500 sq. m. or more and/or with not less than seven (7) dispensing pumps	10,000.00
b) With an area of 1,000 sq. m. but not more than 1,500 sq. m. and with five (5) or six (6) dispensing pumps	7,500.00
c) With an area of less than 1,000 sq. m. and four (4) dispensing pumps	5,000.00
d) Curb pumps and filling pumps	2,500.00

The gross receipts of services rendered such as oil change, greasing, washing and other similar services shall be subject to the graduated tax on contractors. In this connection, service station operators shall submit quarterly gross receipts on services rendered, and failure to do so shall subject the owner or operator or responsible officer, if a corporation, to a fine of One Thousand Pesos (₱1,000.00) for the first offense and a fine of not more than Five Thousand Pesos (₱5,000.00) or six months imprisonment on subsequent offenses.



C) All other business not specifically mentioned:

Provided, that on businesses with principal offices maintaining or operating branch on sales offices,

<u>WITH CAPITAL INVESTMENT</u>		<u>ANNUAL FEE</u>
Less than ₱3,000.00		₱50.00
₱3,000	or more but less than	100.00
10,000	or more but less than	200.00
50,000	or more but less than	300.00
100,000	or more but less than	500.00
200,000	or more but less than	600.00
300,000	or more but less than	700.00
400,000	or more but less than	800.00
500,000	or more but less than	900.00
600,000	or more but less than	1,000.00
700,000	or more but less than	1,500.00
800,000	or more but less than	2,000.00
900,000	or more but less than	2,500.00
1,000,000	To	4,000.00
Over 10,000,000		6,000.00

the following permit fees per branch shall be imposed:

W/ Capital of	Principal office w/in the same locality	Principal office is outside the locality
₱10M or Over	₱1,000.00 per branch per business activity	₱2,000.00 per branch per business activity
₱1M or over but less than ₱10M	₱500.00 per branch per business activity	₱1,000.00 per branch per business activity
Below ₱1 Million	₱300.00 per branch per business activity	₱500.00 per branch per business activity

#### ARTICLE 4 - SERVICE FEE FOR GARBAGE COLLECTION

SECTION 254 – Rate of Charges – except as otherwise provided herein, garbage service charges shall be collected quarterly from every person (natural or juridical) engaged in business, occupation or calling or any undertaking in the city in accordance with the following schedule:

Schedule A – Aircraft and Water Companies	
1) Main Office	1,500.00
2) For every branch office	750.00
Schedule B – Amusement Places	
1) of the customer peer contrivance. Amusement centers and establishments with coin-operated machines, appliances, amusement rides and shooting galleries, side shows booths and other similar establishments with contrivances for the amusement of the customers per contrivance.	37.50
2) Billiard and/or pool halls, table	37.50
3) Bowling establishments:	
a) Automatic, per lane	45.00
b) Non-automatic, per lane	37.50
4) Casinos	1,500.00
5) Circuses, carnivals and the like	750.00
6) Cockpits	900.00
7) Gymnasiums	150.00
8) Membership clubs, association or organizations:	
a) Serving food, drinks and lodging facilities	600.00





b) Serving food, drinks without lodging facilities	300.00
9) Night/day clubs, discos, cocktail lounge, or bars, beer gardens, karaoke or sing-alongs, cabaret or dance halls	750.00
10) Resorts or other similar establishments	375.00
11) Sauna baths and massage clinics, per cubicle	37.50
12) Skating	375.00
13) Stadia, sport complexes	375.00
14) Theaters or cinema house with seating capacity of:	
a) More than 2,000 persons	750.00
b) 500 to 2,000 persons	600.00
c) Less than 500 persons	450.00
15) Pelota courts, tennis courts and other similar nature	75.00
Schedule C - Electric and Power Companies	
1) Main Office or each power plant	₱3,750.00
2) Every branch office thereof	1,500.00
Schedule D – Financial Institutions	
1) Banks	
a) Commercial banks (main office)	1,125.00
Every branch thereof	600.00
b) Savings Bank (main office)	900.00
Every branch thereof	300.00
c) Rural Banks	300.00
2) Savings and Loan associations, Insurance Companies, Pawnshops:	
Main Office	750.00
Every Branch thereof	375.00
3) Financial and/ or lending investors establishments, money shops:	
a) Main Office	750.00
Every Branch thereof	375.00
b) Authorized dealer in foreign currencies and stock broker	375.00
Schedule F - Private Hospital and Medical Clinics with Bed Capacity for:	
1) more than 500 persons	₱ 750.00
2) 301 to 500 persons	630.00
3) 151 to 300 persons	540.00
4) 101 to 150 persons	450.00
5) 76 to 100 persons	450.00
6) 51 to 75 persons	450.00
7) 25 to 50 persons	450.00
8) Less than 25 persons	450.00
9) Animal hospitals and other	150.00
Schedule G - Hotels, Motels, Apartels, Pension Inns, Drive Inns, Boarding Houses, Lodging Houses, Dormitories, Dwellings, and Other Spaces for Lease or Rent:	
1) Hotels	
a) Five Star, per room:	
1) Single Bed	₱ 15.00
2) Double Bed	22.50
3) Suite	30.00
b) Four Star, per room:	
1) Single Bed	15.00
2) Double Bed	22.50
3) Suite	30.00



c) Three Star, per room:	
1) Single Bed	7.50
2) Double Bed	15.00
3) Suite	22.50
2) Motels and Drive Inns, per room	37.50
3) Hotels, Apartel, Pension Inns:	
a) With air-conditioner, per room:	
1) Single Bed	30.00
2) Double Bed	30.00
b) Without air-conditioner, per room	
1) Single Bed	15.00
2) Double Bed	15.00
4) Boarding houses, lodging houses, dormitories, bed spaces (bed capacity) per bed	7.50
Schedule H - Institutions of Learning	
1) Private Universities, Colleges, schools, and educational or vocational institutions base on the total semestral enrollment as follows:	
a) 50,000 students or more	1,500.00
b) 30,000 or more but less than 50,000 students	1,200.00
c) 20,000 or more but less than 30,000 students	1,125.00
d) 10,000 or more but less than 20,000 students	750.00
e) 5,000 or more but less than 10,000 students	600.00
f) 1,000 or more but less than 5,000 students	450.00
g) 300 or more but less than 1,000 students	225.00
h) below 300 students	225.00
Schedule I - Liquefied Petroleum	
Gas Dealer:	
1) Marketer	₱ 300.00
2) Dealer	150.00
Schedule J - Market Stallholders:	
1) Public Markets	
a) For each stall with 100 or more stallholders	₱ 37.50
b) For each stall with less than 100 stallholders	30.00
2) Private Markets:	
a) Each Stall	37.50

#### Schedule K - Media Facilities

1) Newspaper, books or magazine publications	
a) Daily Newspaper	₱750.00
b) Weekly Magazines	375.00
c) Books and other Magazine publications	225.00
2) Radio Stations	375.00
3) TV Stations	750.00

#### Schedule L - Telegraph, Teletype, Cable and Wireless Communication Companies, Etc.

1) Main Office	₱750.00
2) Every Station thereof	750.00

#### Schedule M - Telephone Companies:

1) Main Office	₱3,000.00
2) Every Station thereof	1,500.00

#### Schedule N - Terminal Garage for Bus, Taxi and other Public Utility





Vehicles except those used for Home Garage:

1) With an area of 1,000 sq. m. or more	₱750.00
2) With an area of 700 or more but less than 1,000 sq. m.	600.00
3) With an area of 500 or more but less than 700 sq. m.	450.00
4) With an area of 300 or more but less than 500 sq. m.	300.00
5) With an area of less than 300 sq. m.	150.00

Schedule O - Peddlers, Ambulant Vendors, Except Delivery Van or Truck ₱37.50

Schedule P - Administration Offices, Display Offices and/or Offices or Professionals ₱75.00

Schedule Q - Film Shooting, Per Day ₱7.50

Schedule R – Private Warehouse or Bodega ₱375.00

Schedule S - All other business and other service agencies not specifically mentioned above will be based on the actual generated garbage and aggregate area of business establishments.

4A. Business that generates below 3cu.m. of garbage weekly will be subject to the following schedule:

I. Manufacturers, producers and processors:

a) Factory with an aggregate area of:

1,000 sq. m. or more	₱ 2,250.00
500 or more but less than 1,000 sq. m.	1,500.00
200 or more but less than 500 sq. m.	1,125.00
100 or more but less than 200 sq. m.	900.00
50 or more but less than 100 sq. m.	675.00
25 or more but less than 50 sq. m.	375.00
Less than 25 sq. m.	150.00

c) Principal/Branch or Sales office with an aggregate area of:

	Factory is: Within the same locality Per Quarter	Outside the Locality Per Quarter
1,000 sq. m. or more	₱750.00	₱1,125.00
500 or more but less than 1,000 sq. m.	675.00	750.00
200 or more but less than 500 sq. m.	450.00	525.00
100 or more but less than 200 sq. m.	375.00	450.00
50 or more but less than 100 sq. m.	225.00	300.00
25 or more but less than 50 sq. m.	75.00	150.00
Less than 25 sq. m.	37.50	75.00

II. Exporters/Importers ₱ 750.00

III. Brewers, Distillers, Compounders and Public Eating Places with an aggregate area of:



1,000 sq. m. or more	₱ 2,250.00
500 or more but less than 1,000 sq. m.	1,500.00
200 or more but less than 500 sq. m.	1,125.00
100 or more but less than 200 sq. m.	900.00
50 or more but less than 100 sq. m.	675.00
25 or more but less than 50 sq. m.	375.00
Less than 25 sq. m.	150.00
Carinderia	75.00

IV. Owners or Operators of Business Establishments Rendering Services:

a) Business Offices of General Contractors (Building Specialty Engineering) Manpower service/employment agencies, private detective agencies, advertising agencies with an aggregate area of	
1,000 sq. m. or more	₱ 1,500.00
500 or more but less than 1,000 sq. m.	1,125.00
200 or more but less than 500 sq. m.	900.00
100 or more but less than 200 sq. m.	675.00
50 or more but less than 100 sq. m.	375.00
25 or more but less than 50 sq. m.	150.00
Less than 25 sq. m.	75.00
b) Other contractors/business establishments engaged in rendering services, printers and publishers with an aggregate area of:	
1,000 sq. m. or more	₱2,250.00
500 or more but less than 1,000 sq. m.	1,500.00
200 or more but less than 500 sq. m.	1,125.00
100 or more but less than 200 sq. m.	825.00
50 or more but less than 100 sq. m.	600.00
25 or more but less than 50 sq. m.	225.00
Less than 25 sq. m.	75.00

V. Independent Wholesalers, Dealers, Distributors, Repackers, and Retailers With an Aggregate are of:

1,000 sq. m. or more	₱1,500.00
500 or more but less than 1,000 sq. m.	1,050.00
200 or more but less than 500 sq. m.	750.00
100 or more but less than 200 sq. m.	450.00
50 or more but less than 100 sq. m.	225.00
25 or more but less than 50 sq. m.	150.00
Less than 25 sq. m.	75.00

B. Business stated in Schedule S that generates more than 3 cu.m. of garbage weekly will be charged base of the following:

1. In excess of 3 cu.m. of weekly generated garbage, additional charges of P 200.00 per cu.m. will be collected;
2. Or may avail the special garbage collection per truck according to the following schedule:  
P 3,000.00 for ten wheeler dump truck (w/ cargo capacity of 15 cu.m.)  
P1,600.00 for six wheeler mini-dump truck (w/ cargo capacity of 8cu.m.)  
P1,400.00 for six wheeler mini-dump truck (w/ cargo capacity of 7cu.m.)

C. Businesses that have their own garbage hauling service will pay their garbage fee according to the aggregate area of their business establishments.

SECTION 255 - Garbage Service Charges for Multiple Businesses - Where there are two or more kinds of businesses subject to the garbage charges, conducted in the same place or establishment by the same owner or operator, the charge to be collected shall be that which has the highest rate among the businesses concerned plus twenty-five (25%) percent thereof, provided that the total garbage fee shall



not exceed Nine Thousand (₱ 9,000.00) Pesos per annum.

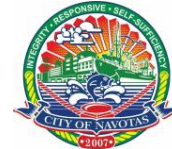
## 6. PROCESSING OF PAYMENT FOR MISCELLANEOUS FEES

Miscellaneous fees include Burial Permit Fee, Mayor's Clearance Fee, Mayor's Permit Fee, Secretary's Fee, Professional Fee, Rental Fee, Cemetery Fee, Franchise Fee, Building Permit Fee, Fines for Traffic and Environmental Violation, etc.

<b>Office or Division:</b>	City Treasurer's Office – Miscellaneous Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Burial Permit Fee:</b>		
Order of Payment (1 original)		Local Civil Registrar – Window 3
<b>Mayor's Clearance Fee</b>		
Order of Payment (1 original)		Human Resource and Development Office – Desk 3
<b>Mayor's Permit Fee</b>		
Order of Payment (1 original)		City Business Permits & Licensing Office – Assessment Clerk 1, 2 or 3
<b>Secretary's Fee</b>		
Order of Payment (1 original)		Any Implementing/Concerned Office – Front Desk
<b>Professional Fee</b>		
<b>New:</b>		
PRC ID (1 original)		Professional Regulation Commission – Registration Division
<b>Renewal:</b>		
Previously Issued Official Receipt (1 original)		Taxpayer/Applicant
<b>Rental Fee</b>		
Order of Payment (1 original)		General Services Office – Front Desk
Rental Contract (1 original)		General Services Office – Front Desk
<b>Cemetery Fee</b>		
Order of Payment (1 original)		CTO – Cemetery Administrator
<b>Franchise Fee</b>		
Order of Payment (1 original)		Franchising and Permit Processing Unit – Window 3
<b>Building Permit Fee</b>		
Order of Payment (1 original)		Office of the Local Building Official – Window 1
<b>Fines for Traffic Violation</b>		
Unified Ordinance Violation Receipt		Apprehending Officer (CTPMO)



(UOVR) (1 original)				
<b>If with Lost UOVR</b> Certified Photocopy of Unified Ordinance Violation Receipt (UOVR) (1 copy)		CTPMO – Window 1		
<b>Fines for Environmental Violation</b>				
Environmental Violation Receipt (1 original)		Apprehending Officer (CENRO) – Front Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number at the queuing machine (Select “miscellaneous”) located at 2 <sup>nd</sup> Floor of City Hall Building and wait for the number to be called	1. Assist the taxpayers to get queuing number	None	1 Minute	<i>Utility Worker</i>  CTO
2. Present the Order of Payment/Unified Ordinance Violation Receipt /Environmental Violation Receipt at the Serving window (Window 5 or 6)	2. Review and evaluate the Order of Payment/ Unified Ordinance Violation Receipt /Environment al Violation Receipt	None	10 Minutes	<i>Clerk</i> CTO
3. Pay the required fee at CTO Window 5 or 6  3.1 Receive the Official Receipt.	3. Accept payment based on the Order of Payment/pen alty prescribed in the violated City Ordinance  3.1 Issue an Official Receipt.	As indicated in the Order of Payment  or  as indicated in the violated City Ordinance	4 Minutes	<i>Clerk</i> CTO
<b>TOTAL:</b>		<b>Please refer to the schedule of</b>	<b>15 Minutes</b>	



	<b>fees</b>		
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## **Schedule of Fees:**

### **LOCAL CIVIL REGISTRY FEES**

#### **CITY ORDINANCE NO. 2017-18, ARTICLE 2 - LOCAL CIVIL REGISTRY FEES**

SECTION 248 – Imposition of Fees – There shall be collected for services rendered by the Local Civil Registrar of this City the following fee:

D.)	<b>Burial Fees</b>	Amount
	Burial permit fee	100.00
	Transfer of Cadaver/remains	100.00
	Exhumation fee	200.00
	Entrance permit fee	500.00
	Embalming	100.00

### **PROFESSIONAL TAX**

#### **CITY ORDINANCE NO. 2017-18, ARTICLE 13 – PROFESSIONAL TAX**

SECTION 80 – Imposition of Tax. – There is hereby imposed an annual professional tax on each person engaged in the exercise or practice of his profession requiring government examination at the rate of Three hundred pesos (P300.00)

### **SECRETARY'S FEES**

#### **CITY ORDINANCE NO. 2017-18, ARTICLE 1 – SECRETARY'S FEES**

SECTION 245 - Imposition of Fees. – There shall be collected the following fees from every person requesting for copies of official records and documents from the offices of this City.

#### **City Ordinance No. 2009-04**

Section 2. Rate of Charges – fees shall be collected for the use/rental of the Navotas Sports Complex according to the following:

##### **I. FOR BASKETBALL PURPOSES**

- A. With 40 persons or less Php 300.00 per hour for maximum of 30 person entering the Sports Complex
  - plus Php 200.00 per hour when the lights are ON
  - Php 20.00 per person, additional fee if the number of person Exceeds 30.
  - Php 20.00 per person using/availing shower room facilities

If number of persons using the Sports Complex exceed to forty (40), the use shall be considered as commercial use and subject to the rates indicated below;



## II. COMMERCIAL/PRIVATE USE

- A. For basketball game purposes
  - Php 1,500.00 per hour fixed rate or
  - Php1,000.00 per hour of gross receipts whichever is higher, if the event is charged with any entrance fee.
- B. Other Purposes (Concerts & Likes)
  - Php 1,500.00 per hour fixed rate or
  - Php 1,000.00 per hour plus 10% gross receipts whichever is higher, If the event is charged with any entrance fee ;
  - Php 4,000.00 fixed additional fee

## ***BUILDING PERMIT FEE***

### **BUILDING PERMIT FEE** **NEW SCHEDULE OF FEES AND OTHER CHARGES**

#### 1. *Bases of assessment*

- a. Character of occupancy or use of building/structure
- b. Cost of construction
- c. Floor area
- d. Height

- 2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

**Table II.G.1. On Fixed Cost Of Construction Per Sq. Meter**

LOCATION	GROUP		
All Cities and Municipalities	A, B, C, D, E, G, H, I	F	J
	P10, 000	P8, 000	P6, 000

- 3. Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:

#### a. Division A-1

	Area in sq. meters	Fee per sq. meter
i.	Original complete construction up to 20.00 sq.meters.....P	2.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction.....	2.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters.....	3.40
iv.	Above 50.00 sq. meters to 100.00 sq. meters.....	4.80
v.	Above 100.00 sq. m to 150 sq. meters.....	6.00



- vi. Above 150.00 sq. meters..... 7.20

Sample Computation for Building Fee for a 75.00 sq. meters floor area:

Floor area = 75.00 sq. meters  
 Therefore area bracket is 3.a.iv. Fee = P 4.80/sq. meter  
 Building Fee = 75.00 x 4.80 = P 360.00

b. Division A-2

	Area in sq. meters	Fee per sq. meter
i.	Original complete construction up to 20.00 sq. meters.....	P 3.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters of floor area of original construction .....	regardless 3.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters.....	5.20
iv.	Above 50.00 sq. meters to 100.00 sq. meters.....	8.00
v.	Above 150.00 sq. meters.....	8.40

c. Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3

	Area in sq. meters	Fee per sq. meter
i.	Up to 5,000.....	P 23.00
ii.	Above 5,000 to 6,000.....	22.00
iii.	Above 6,000 to 7,000.....	20.50
iv.	Above 7,000 to 8,000.....	19.50
v.	Above 8,000 to 9,000.....	18.00
vi.	Above 9,000 to 10,000.....	17.00
vii.	Above 1,000 to 1,500.....	16.00
viii.	Above 15,000 to 20,000.....	15.00
ix.	Above 20,000 to 30,000.....	14.00
x.	Above 30,000.....	12.00

**NOTE:** Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example:

Sample Computation for Building Fee for a building having a floor area of 32,000 sq. meters:

<b>First 5,000 sq. meters @ 23.00.....</b>	<b>P 11,500.00</b>
<b>Next 1,000 sq. meters @ 22.00.....</b>	<b>2,200.00</b>
<b>Next 1,000 sq. meters @ 20.50.....</b>	<b>2,050.00</b>
Next 1,000 sq. meters @ 19.50.....	1,950.00
Next 1,000 sq. meters @ 18.00.....	1,800.00
<b>Next 1,000 sq. meters @ 17.00.....</b>	<b>1,700.00</b>
<b>Next 5,000 sq. meters @ 16.00.....</b>	<b>8,000.00</b>
<b>Next 5,000 sq. meters @ 15.00.....</b>	<b>7,500.00</b>
<b>Next 10,000 sq. meters @ 14.00.....</b>	<b>14,000.00</b>
Last 2,000 sq. meters @ 12.00.....	2,400.00
Total Building Fee	P 53,100.00

d. Divisions C-2/D-1, 2, 3

Area in sq. meters	Fee per sq. meter
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i. Up to 5,000.....	P 12.00
ii. Above 5,000 to 6,000.....	11.00
iii. Above 6,000 to 7,000.....	10.20
iv. Above 7,000 to 8,000.....	9.60
v. Above 8,000 to 9,000.....	9.00
vi. Above 9,000 to 10,000.....	8.40
vii. Above 10,000 to 15,000.....	7.20
viii. Above 15,000 to 20,000.....	6.60
ix. Above 20,000 to 30,000.....	6.00
x. Above 30,000.....	5.00

**NOTE:** Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

- e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).

#### 4. *Electrical Fees*

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

##### a. Total Connected Load (kVA)

		Fee
i. 5 kVA or less.....	P	200.00
ii. Over 5 kVA to 50 kVA.....	P	200.00 + P20.00/kVA
iii. Over 50 kVA to 300 kVA.....		1,100.00 + 10.00/kVA
iv. Over 300 kVA to 1,500 kVA.....		3,600.00 + 5.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....		9,600.00 + 2.50/kVA
vi. Over 6,000 kVA.....		20,850.00 + 1.25/kVA

**NOTE:** Total Connected Load as shown in the load schedule.

##### b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)

		Fee
i. 5 kVA or less.....	P	40.00
ii. Over 5 kVA to 50 kVA.....	P	40.00 + P 4.00/kVA
iii. Over 50 kVA to 300 kVA.....	P	220.00 + P 2.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	P	720.00 + P 1.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	P	1,920.00 + P 0.50/kVA
vi. Over 6,000 kVA.....	P	4,170.00 + P 0.25/kVA

**NOTE:** Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.

##### c. Pole/Attachment Location Plan Permit

i. Power Supply Pole Location.....	P	30.00/pole
ii. Guying Attachment.....	P	30.00/attachment

This applies to designs/installations within the premises.





- d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

Use or Character of Occupancy	Electric Meter	Wiring Permit Issuance
Residential	P 15.00	P 15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

- e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

- f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

## 5. Mechanical Fees

- a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i.	Refrigeration (cold storage), per ton or fraction thereof... P	40.00
ii.	Ice Plants, per ton or fraction thereof.....	60.00
iii.	Packaged/Centralized Air Conditioning Systems:	
	Up to 100 tons, per ton.....	90.00
iv.	Every ton or fraction thereof above 100 tons.....	40.00
v.	Window type air conditioners, per unit.....	60.00
vi.	Mechanical Ventilation, per kW or fraction thereof blower or fan, or metric equivalent.....	40.00
vii.	In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.	

### For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

- 1.10 kW per ton, for compressors up to 5 tons capacity.
- 1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.
- 0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

- 3.50 kW per ton, for compressors up to 50 tons capacity.
- 3.25 kW per ton, for compressors above 5 up to 50 tons capacity.
- 3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):



0.90 kW per ton, for compressors 1.2 to 5 tons capacity.  
 0.80 kW per ton, for above 5 up to 50 tons capacity.  
 0.70 kW per ton, for compressors above 50 tons capacity.

b. Escalators and Moving Walks, funiculars and the like:

i. Escalator and moving walk, per kW or fraction thereof.....P	10.00	
ii. Escalator and moving walks up to to 20.00 lineal meters or fraction thereof.....	20.00	
iii. Every lineal meter or fraction thereof in excess of 20.00 lineal meters.....	10.00	
iv. Funicular, per kW or fraction thereof.....	200.00	(a)
Per lineal meter travel.....	20.00	
v. Cable car, per kW or fraction thereof.....	40.00	
(a) Per lineal meter travel.....	5.00	

c. Elevators, per unit:

i. Motor driven dumbwaiters.....	P 600.00	
ii. Construction elevators for material.....	2,000.00	
iii. Passenger elevators.....	5,000.00	
iv. Freight elevators.....	5,000.00	v. Car elevators..... 5,000.00

d. Boilers, per kW:

i. Up to 7.5 kW.....	P 500.00	
ii. Above 7.5 kW to 22 kW.....	700.00	
iii. Above 22 kW to 37 kW.....	900.00	iv.
Above 37 kW to 52 kW.....	1,200.00	
v. Above 52 kW to 67 kW.....	1,400.00	
vi. Above 67 kW to 74 kW.....	1,600.00	
vi. Every kW or fraction thereof above 74 kW.....	5.00	

NOTE:

- (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.
- (b) Steam from this boiler used to propel any prime-mover is exempted from fees.
- (c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

e. Pressurized water heaters, per unit.....	P	200.00
f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof.....		60.00
g. Automatic fire sprinkler system, per sprinkler head.....		4.00
h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:		
i. Every kW up to 50 kW.....	P	25.00
ii. Above 50 kW up to 100 kW.....		20.00
iii. Every kW above 100 kW.....		3.00

i. Compressed Air, Vacuum, Commercial,



- Institutional and/or Industrial Gases, per outlet.....P 20.00
- j. Gas Meter, per unit..... P 100.00
- k. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher..... P 4.00
- l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:
- i. Up to 50 kW..... P 10.00
  - ii. Above 50 kW to 100 kW..... 12.00
  - iii. Every above 100 kW or fraction thereof ..... 3.00
- m. Pressure Vessels, per cu. meter or fraction thereof..... P60.00
- n. Other Machinery/Equipment for commercial/ Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof..... P 60.00
- o. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal metes or fraction thereof..... P 10.00
- p. Weighing Scale Structure, per ton or fraction thereof.....P 50.00

NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

6. *Plumbing Fees*

- a. Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".
- b. Every fixture in excess of one unit: P 24.00
- i. Each water closet..... P 7.00
  - ii. Each floor drain..... 3.00
  - iii. Each sink..... 3.00
  - iv. Each lavatory..... 7.00
  - v. Each faucet..... 2.00
  - vi. Each shower head..... 2.00
- c. Special Plumbing Fixtures:
- i. Each slop sink..... P 7.00
  - ii. Each urinal..... 4.00
  - iii. Each bath tub..... 7.00
  - iv. Each grease trap..... 7.00
  - v. Each garage trap..... 7.00
  - vi. Each bidet..... 4.00
  - vii. Each dental cuspidor..... 4.00
  - viii. Each gas-fired water heater..... 4.00
  - ix. Each drinking fountain..... 2.00
  - x. Each bar or soda fountain sink..... 4.00
  - xi. Each laundry sink..... 4.00



xii. Each laboratory sink.....	4.00
xiii. Each fixed-type sterilizer.....	2.00
d. Each water meter..... P	2.00
i. 12 to 25 mm Ø..... P	8.00
ii. Above 25 mm Ø.....	10.00
e. Construction of septic tank, applicable in all Groups	
i. Up to 5.00 cu. meters of digestion chamber..... P	24.00
ii. Every cu. meter or fraction thereof In excess of 5.00 cu. meters....	7.00

#### 7. Electronics Fees

- a. Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/ wireless telephone and communication systems, intercommunication system and other types of switching/ routing/distribution equipment used for voice, data image
- b. text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications.....P 2.40 per port
- b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/ receiving/relay radio and broadcasting communication stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location ..... P 1, 000.00 per location
- c. Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically- controlled apparatus or devices, whether located indoor or outdoors.....P10.00 per unit
- d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and



communications services, irrespective of whether a user

terminal is connected ..... P 2.40 per outlet

e. Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/ background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected ..... P 2.40 per termination

f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/ simulation and similar activities..... P 1,000.00 per location

g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception.....P 1,000.00 per structure

h. Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc. .... P 50.00 per unit

i. Poles and attachment:

i. Per Pole (to be paid by pole owner)..... P 20.00

ii. Per attachment (to be paid by any entity who attaches to the pole of others)..... 20.00

j. Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above ..... P 50.00 per unit

#### 8. Accessories of the Building/Structure Fees

a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).

b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.



c. Bank and Records Vaults with interior volume up to 20.00 cu. meters.....	P	20.00
i. In excess of 20.00 cu. meters.....		8.00
d. Swimming Pools, per cu. meter or fraction thereof:		
i. GROUP A Residential.....	P	3.00
ii. Commercial/Industrial GROUPS B, E, F, G.....		36.00
iii. Social/Recreational/Institutional GROUPS C, D, H, I.....		24.00
iv. Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.		
v. Swimming pool shower rooms/locker rooms:		
(a) Per unit or fraction thereof .....	P	60.00
(b) Residential GROUP A.....		6.00
(c) GROUP B, E, F, G, .....		18.00
(d) GROUP C, D, H, .....		12.00
e. Construction of firewalls separate from the building:		
i. <b>Per sq. meter or fraction thereof.....</b>	<b>P</b>	<b>3.00</b>
ii. Provided, that the minimum fee shall be .....		48.00
f. Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:		
	Use or Character of Occupancy	Self-Supporting      Tiron (Guyed)
i. Single detached dwelling units.....	P	500.00 P 150.00
ii. Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height.....		2,400.00      240.00
(a) Every meter or fraction thereof in excess of 10.00 meters.....		120.00      12.00
iii. Educational/Recreational//Institutional (Groups C, D, H, I) up to 10.00 meters in height.....		1,800.00      120.00
(a) Every meter or fraction thereof in excess of 10.00 meters.....		120.00      12.00
g. Storage Silos, up to 10.00 meters in height.....	P	2,400.00
i. Every meter or fraction thereof in excess of 10.00 meters.....		150.00
ii. Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule		



h. Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:			
i.	Smokestacks, up to 10.00 meters in height, measured from the base.....	P	240.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....		12.00
ii.	Chimney up to 10.00 meters in height, measured from the base.....		48.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....		2.00
i.	Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas .....	P	48.00
j.	Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume .....		12.00
k.	Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters.....		12.00
i.	Every cu. m or fraction thereof in excess of 2.00 cu. meters.....	P	12.00
ii.	For all other than Groups A and B up to 10.00 cu. meters.....		480.00
	(a) Every cu. meter or fraction thereof in excess of 10.00 cu. meters.....		24.00
i.	Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume.....	P	7.00
m. Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:			
i.	Above ground, up to 10.00 cu. meters.....	P	480.00
	Every cu. m or fraction thereof in excess of 10.00 cu. meters.....		24.00
ii.	Underground, up to 20.00 cu. meters.....		540.00
	Every cu. meter or fraction thereof in excess of 20.0 cu. meters.....		24.00
n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:			
i.	Underground, per cu. meter or fraction hereof of excavation.....	P	3.00
ii.	Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank.....		3.00
iii.	Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.		
o. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:			
i.	Construction of permanent type.....	P	10.00



ii. Construction of temporary type.....		5.00
iii. Inspection of knock-down temporary type, per unit.....		24.00
p. Construction of buildings and other accessory structures within cemeteries and memorial parks:		
i. Tombs, per sq. meter of covered ground areas.....	P	5.00
ii. Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area. ....		5.00
iii Totally enclosed mausoleums, per sq. meter of floor area.....		12.00
iv. Totally enclosed mausoleums, per sq. meter of floor area.....		5.00
v. Columbarium, per sq. meter.....		18.00
9. Accessory Fees		
a. Establishment of Line and Grade, all sides fronting abutting streets, <i>esteros</i> , rivers and creeks, first 10.00 meters.....	or P	24.00
i. Every meter or fraction thereof in excess of 10.00 meters.....		2.40
b. Ground Preparation and Excavation Fee		
i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GPandEP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.		
(a) Inspection and Verification Fee .....	P	200.00
(b) Per cu. meters of excavation .....		3.00
(c) Issuance of GP and EP, valid only for thirty (30) days or superseded upon issuance of Building Permit .....		50.00
(d) Per cu. meter of excavation for foundation with basement.....		4.00
(e) Excavation other than foundation or basement, per cu. meter.....		3.00
(f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment .....		250.00
c. Fencing Fees:		
i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction	P	3.00





- thereof.....
- ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof ..... 4.00
  - iii Made of indigenous materials, barbed, chicken or hog wires, per linear meter..... 2.40
- d. Construction of Pavements, up to 20.00 sq. meters..... P 24.00
- e. In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like ..... P 3.00
- f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month ..... P 240.00
- i. Every sq. meter or fraction thereof in excess of 20.00 sq. meters P 12.00
- g. Erection of Scaffoldings Occupying Public Areas, per calendar month.
- i. Up to 10.00 meters in length..... P 150.00
  - ii. Every lineal meter or fraction thereof in excess of 10.00 meters ..... 12.00
- h. Sign Fees:
- i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area..... P 120.00
  - (a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters..... 24.00
  - ii. Installation Fees, per sq. meter or fraction thereof of display surface:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00	P 52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted-on	9.60	18.00

iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00, min. fee shall be P 124.00	P 46.00, min. fee shall be P 200.00
Illuminated	P 18.00, min. fee shall be P 72.00	P 38.00, min. fee shall be P 150.00



Others	P 12.00, min. fee shall be P 40.00	P 20.00, min. fee shall be P 110.00
Painted-on	P 8.00, min. fee shall be P 30.00	P 12.00, min. fee shall be P 100.00

i. Repairs Fees:

- i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups..... P 5.00
- ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups ..... 5.00
- iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

j. Raising of Buildings/Structures Fees:

- i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.
- ii. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.

k. Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:

- i. Buildings in all Groups per sq. meter floor area..... P 3.00
- ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences..... 4.00
- iii Structures of up to 10.00 meters in height..... 800.00
  - (a) Every meter or portion thereof in excess of 10.00 meters ..... 50.00
- iv. Appendage of up to 3.00 cu. meter/unit..... 50.00
  - (a) Every cu. meter or portion thereof in excess of 3.00 cu. meters..... 50.00
- v. Moving Fee, per sq. meter of area of building/structure to be moved ..... 3.00

10. *Certificates of Use or Occupancy (Table II.G.1. for fixed costing)*

a. Division A-1 and A-2 Buildings:

- i. Costing up to P150,000.00 ..... P 100.00
- ii. Costing more than P150,000.00



up to P400,000.00 .....	200.00
iii Costing more than P400,000.00 up to P850,000.00.....	P 400.00
iv. Costing more than P850,000.00 up to P1,200,000.00.....	800.00
v. Every million or portion thereof in excess of P1,200,000.00.....	800.00
b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:	
i. Costing up to P150,000.00.....	P 200.00
ii. Costing more than P150,000.00 up to P400,000.00 .....	400.00
iii Costing more than P400,000.00 up to P850,000.00.....	800.00
iv. Costing more than P850,000.00 up to P1,200,000.00 .....	1,000.00
v. Every million or portion thereof in excess of P1,200,000.00.....	1,000.00
c. Divisions C-1, 2/D-1, 2, 3 Buildings:	
i. Costing up to P150,000.00 .....	P 150.00
ii. Costing more than P150,000.00 up to P400,000.00 .....	250.00
iii Costing more than P400,000.00 up to P850,000.00.....	600.00
iv. Costing more than P850,000.00 up to P1,200,000.00 .....	900.00
v. Every million or portion thereof in excess of P1,200,000.00.....	900.00
d. Division J-I Buildings/structures:	
i. With floor area up to 20.00 sq. meters.....	P 50.00
ii. With floor area above 20.00 sq. meters up to 500.00 sq. meters .....	240.00
iii With floor area above 500.00 sq. meters up to 1,000.00 sq. meters.....	360.00
iv. With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters .....	480.00
v. With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters.....	1,200.00
With floor area above 10,000.00 sq. meters.....	2,400.00
e. Division J-2 Structures:	
i. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.	
ii. Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.	



iii Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:

(a) First 10.00 meters of height from the ground	P	800.00
(b) Every meter or fraction thereof in excess of 10.00 meters.....		50.00

f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected .....	P	5.00
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#### 11. Annual Inspection Fees

##### a. Divisions A-1 and A-2:

- i. Single detached dwelling units and duplexes are not subject to annual inspections.
- ii. If the owner request inspections, the fee for each of the services enumerated below is ..... P 120.00

Land Use Conformity  
Architectural Presentability  
Structural Stability  
Sanitary and Health Requirements  
Fire-Resistive Requirements

b. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

i. Appendage of up to 3.00 cu. meters/unit.....	P	150.00
ii. Floor area to 100.00 sq. meters.....		120.00
iii. Above 100.00 sq. meters up to 200.00 sq.meters.....		240.00
iv. Above 200.00 sq. meters up to 350.00 sq.meters.....		580.00
v. Above three hundred 350.00 sq. meters up to 500.00 sq. meters...		720.00
vi. Above 500.00 sq. meters up to 750.00 sq. meters .....		960.00
vii. Above 750.00 sq. meters up to 1,000.00 sq. meters.....		1,200.00
viii. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters.....		1,200.00

##### c. Divisions C-1, 2, Amusement Houses, Gymnasias and the like:

- i. First class cinematographs or theaters..... P 1,200.00
- ii. Second class cinematographs or theaters..... 720.00
- iii Third class cinematographs or theaters..... 520.00



iv. Grandstands/Bleachers, Gymnasias and the like.....	720.00
d. Annual plumbing inspection fees, each plumbing unit .....	P 60.00
e. Electrical Inspection Fees:	
i. A onetime electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.	
ii. Annual Inspection Fees are the same as in Section 4.e.	
f. Annual Mechanical Inspection Fees:	
i. Refrigeration and Ice Plant, per ton:	
(a) Up to 100 tons capacity .....	P 25.00
(b) Above 100 tons up to 150 tons .....	20.00
(c) Above 150 tons up to 300 tons .....	15.00
(d) Above 300 tons up to 500 tons.....	10.00
(e) Every ton or fraction thereof above 500 tons.....	5.00
ii. Air Conditioning Systems:	
Window type air conditioners, per unit .....	P 40.00
iii. Packaged or centralized air conditioning systems:	
(a) First 100 tons, per ton .....	25.00
(b) Above 100 tons, up to 150 tons per ton .....	20.00
(c) Every ton or fraction thereof above 500 tons .....	8.00
iv. Mechanical Ventilation, per unit, per kW:	
(a) Up to 1 kW .....	P 10.00
(b) Above 1 kW to 7.5 kW .....	50.00
(c) Every kW above 7.5 kW .....	20.00
v. Escalators and Moving Walks; Funiculars and the like:	
(a) Escalator and Moving Walks, per unit.....	P 120.00
(b) Funiculars, per kW or fraction thereof.....	50.00
(c) Per lineal meter or fraction thereof of travel.....	10.00
(d) Cable Car, per KW or fraction thereof .....	25.00
(e) Per lineal meter of travel.....	2.00
vi. Elevators, per unit:	
(a) Passenger elevators.....	P 500.00
(b) Freight elevators.....	400.00
(c) Motor driven dumbwaiters.....	50.00
(d) Construction elevators for materials .....	400.00
(e) Car elevators .....	500.00
(f) Every landing above first five (5) landings for all the above elevators.....	50.00
vii. Boilers, per unit:	
(a) Up to 7.5 kW.....	P 400.00
(b) 7.5 kW up to 22 kW .....	550.00
(c) 22 kW up to 37 kW .....	600.00
(d) 37 kW up to 52 kW.....	650.00
(e) 52 kW up to 67 kW .....	800.00



(f) 67 kW up to 74 kW.....	900.00
(g) Every kW or fraction thereof above 74 kW .....	4.00
viii. Pressurized Water Heaters, per unit.....	P 120.00
ix. Automatic Fire Extinguishers, per sprinkler head.....	P 2.00
x. Water, Sump and Sewage pumps for buildings/structures for commercial/ industrial purposes, per kW:	
(a) Up to 5 kW.....	P 55.00
(b) Above 5 kW to 10 kW.....	90.00
(c) Every kW or fraction thereof above 10 kW.....	P 2.00
.....	
xi. Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	
(a) Per kW, up to 50 kW.....	P 15.00
(b) Above 50 kW up to 100 kW.....	10.00
(c) Every kW or fraction thereof above 100 kW.....	2.40
xii. Compressed air, vacuum, commercial/ institutional/industrial gases, per outlet.....	P 10.00
xiii. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher.....	P 2.00
.....	
xiv. Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,	
(a) Per unit, up to 10 kW.....	100.00
(b) Every kW above 10 kW.....	3.00
xv. Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit:	
(a) Up to ½ kW.....	P 8.00
(b) Above ½ kW up to 1 kW.....	23.00
(c) Above 1 kW up to 3 kW.....	39.00
(d) Above 3 kW up to 5 kW.....	55.00
(e) Above 5 kW up to 10 kW.....	80.00



(f) Every kW above 10 kW or fraction thereof.....	4.00
xvi. Pressure Vessels, per cu. meter or fraction thereof.....	P 40.00
xvii. Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof.....	P 2.40
xviii. Weighing Scale Structure, per ton or fraction thereof.....	P 30.00
xix. Testing/Calibration of pressure gauge, per unit.....	P 24.00
(a) Each Gas Meter, tested, proved and sealed, per gas meter.....	30.00
xx. Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit.....	P 30.00

g. Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule.

12. *Certifications:*

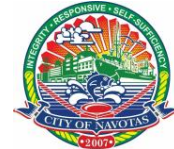
a. Certified true copy of building permit.....	P 50.00
b. Certified true copy of Certificate of Use/Occupancy.....	50.00
c. Issuance of Certificate of Damage.....	50.00
d. Certified true copy of Certificate of Damage.....	50.00
e. Certified true copy of Electrical Certificate.....	50.00
f. Issuance of Certificate of Gas Meter Installation.....	P 50.00
g. Certified true copy of Certificate of Operation.....	50.00
h. Other Certifications.....	50.00

NOTE: The specifications of the Gas Meter shall be:

Manufacturer.....  
 Serial Number.....  
 Gas Type.....  
 Meter Classification/Model.....  
 Maximum Allowable Operating Pressure – psi (kPa).....  
 Hub Size - mm (inch).....  
 Capacity - m<sup>3</sup>/hr. (ft<sup>3</sup>/hr).....

***FINES FOR ENVIRONMENTAL VIOLATION***

**CITY ORDINANCE NO. 2018-23**



**Section 12. Authority of the Office Personnel.** Upon the authority of the Head of Office, personnel of CENRO conducting fieldwork such as, but not limited to, Environmental Enforcers, Environment Police, Inspectors, and other authorized personnel shall administer environmental functions in areas under their jurisdiction and assignment, and enforce the provisions of this Code and the rules and regulations promulgated by the Head of Office under this Code.

**Section 13. Refusal of Entry and Interference.** It shall be unlawful for any person to refuse to entry and to resist or interfere with the conduct of inspection of any authorized representative of the department , who shall, after properly announcing the purpose of his visit through the presentation of the mission order, have the authority to enter, inspect, investigate, verify, monitor, or take pictures at any time during operating hours, any building or premises, or part thereof that may contain noxious or foul odour, liquid and/or chemical pollutants, solid waste and such other pollutants, hazardous and ozone-depleting substances, or any other pollutants, or noise pollutants coming from business establishments operating as videoke and karaoke bars, disco houses, live bands and/ or similar establishment, and other sources and/or potential sources of pollution or emission.

Any person, who violates the provisions of this section, shall be issued an Environmental Violation Receipt (EVR) by the duly-authorized office personnel and informing them of the nature of infringement committed with corresponding administrative fines to be paid, If the violator is a corporation or other corporate entities, the President, Manager, or person directly responsible for its operation shall be held liable.

Imposable Administrative Fines:

First Offense – An Administrative Fine of Two Thousand Pesos (Php2,000.00).

Second Offense – An Administrative Fine of Three Thousand Pesos (Php3,000.00) and recommendation for the issuance of a Cease and Desist Order to the BPLO.

Third Offense – An Administrative Fine of Five Thousand Pesos (Php5,000.00) and revocation of business permit.

**Section 14. False Representation.** It shall be unlawful for any person to impersonate or falsely represent any officer, employee, or authorized representative of the CENRO, to wear without authority any uniform, badge, or insignia adopted by the office, or who shall deface, change or alter, falsify, remove, or destroy any notice, poster, or markings placed in or on any building premises, or part thereof, or any person in charge of any building premises, or place, or part thereof, who shall knowingly permit or allow the same to be done.

Imposable Administrative Fines:

First Offense – a fine of Three Thousand Pesos (Php3,000.00) or imprisonment of one (1) day but not more than seven (7) days, or both, at the discretion of the court.

Second Offense – a fine of Five Thousand Pesos (Php5,000.00) or an imprisonment of six (6) months and one (1) day in its minimum period , but not exceeding one (1) year of imprisonment, or both, at the discretion of the Court.

### ARTICLE III

#### BIODIVERSITY MANAGEMENT

**Section 15. Unauthorized Cutting of Trees.** It shall be unlawful to cut or uproot matured trees along roads, highways, parks, riverways and other declared public and private places. Removal of trees can be done through earth-balling or cutting. When establishing infrastructure projects, removal of trees shall be considered the last option. However, there are conditions when removal or cutting of trees may be allowed based on the following:

- a. Any over-mature, diseased or defective tree posing hazards to lives and properties.





- a. Any tree or other vegetation in public and private places unavoidable affected by infrastructure projects, such as road widening, bridges, building construction, government projects, such as road expansion and widening, are on-going, or when such trees pose imminent danger to the general public, and shall be covered by a valid clearance from the CENRO, duly approved by the Head.
- c. Any tree and other vegetation may be allowed to be cut if earth-balling of such tree and other vegetation is impractical as assessed by the CENRO. Before earth-balling of tree/s there shall be a suitable and available site for the transplanting of earth-balled trees or vegetations so as to guarantee its continuous growth and survival. Earth-balled trees shall be protected and taken cared of for a period of at least a year. For every transplanted tree that did not survive after six (6) months, it shall be replaced with sapling of indigenous tree.
- d. If there shall be cutting/balling of trees, a Permit to Cut Clearance shall be secured from the CENRO. The requesting party shall provide the following requirements:
  1. Letter request
  2. Photos of trees to be removed
  3. Sketch map showing the location of the tree/s to be removed

DIAMETER CLASSES OF TREE/S TO BE REMOVED	REQUIRED NO. OF SAPLING REPLACEMENTS PER TREE TO BE REMOVED
Less than 3 cm	10 pcs
3-9 cm	20 pcs
10-19 cm	30 pcs
20-29 cm	40 pcs
30 cm and above	50 pcs

At least 1 meter tall (Sapling)

Imposable Fines and Penalties in violation of Section 15:

First Offense – a fine of One Thousand Five Hundred Pesos (₱ 1,500.00) and replacement of cut trees as required under Section 15(d) of this code.

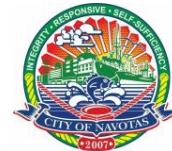
Second Offense – a fine of Three Thousand Pesos (₱ 3,000.00) and replacement of cut trees twice (2x) the number required under Section 15(d) of this code.

Third Offense – a fine of Five Thousand Pesos (₱ 5,000.00) and confiscation of cutting equipment and tools, replacement of cut trees thrice (3x) the number required under Section 15(d) or imprisonment not less than six (6) months or more than one(1) year upon the discretion of the court.

**Section 16. Tree Planting.** As part of the City's Greening Program towards a healthful, biodiversified, cleaner and greener environment, all individuals, non-government organizations(NGOs), other institutions/organizations, public and private sectors, are encouraged to plant, protect and maintain trees and other vegetation within their respective areas of jurisdiction. Adaptable and suitable species of native/indigenous trees, fruit bearing trees and ornamental plants, or shrubs shall be planted along open spaces, parks, creeksides/riverbanks, as approved and determined by the CENRO.

Only small trees shall be planted on road sides and front yards to avoid the electrical wirings. Big trees and fruit bearing trees shall be planted at bigger open spaces or inner part of the residential properties to avoid untoward accidents.

**Section 17. Endangered and Exotic Species** – It shall be unlawful to sell endangered and exotic species in malls or any establishments as pets. In the same manner, it shall likewise be unlawful to sell such endangered exotic species in restaurants as food. Such practice of selling shall only be allowed for specific breeding or propagation purposes in accordance with Section 6 of RA 9147. Provided,



that, only accredited individuals, business, research, educational, or scientific entities shall be allowed to collect or sell such species upon the approval of the CENRO. The duly-deputized personnel of the CENRO shall be mandated to conduct inspection of restaurants, malls and similar establishments suspected of selling endangered and exotic species.

Imposable Fines and Penalties:

First Offense	-	Two Thousand Five Hundred Pesos (Php2,500.00)
Second Offense	-	Three Thousand Five Hundred Pesos (Php3,500.00)
Third Offense	-	Five Thousand Pesos (Php5,000.00) and confiscation of prohibited endangered and exotic species or imprisonment of not less than six (6) months or both upon the discretion of the court.

**Section 18. Impounding of seized species.** Any endangered or exotic species seized by the authorized CENRO personnel shall in coordination with the Veterinarian under the City Agriculturist's Office and be turned over to the Biodiversity Management Bureau (BMB) of the DENR for animal custody and confinement.

## ARTICLE IV

### AIR QUALITY, NOISE MANAGEMENT AND ENERGY SAVING PRACTICES

**Section 19. Operative Principles.** The City of Navotas envisions to be one of the City with air quality and noise management and encourages energy saving practices.

- a. The City recognizes that measures should be in place to manage and control air and noise pollution to ensure that the health and well being of its people are protected. For this purpose, the City, pursuant to Sec. 17 of RA 7160 reaffirms its authority to enforce pollution control laws and take over the testing and apprehension of smoke belching vehicles and in the abatement of noise and nuisance.
- b. The City reaffirms the principles enunciated in RA 8749 (Clean Air Act of 1999) to the effect that the responsibility of cleaning the habitat and environment is primarily area-based; that polluters must pay; and that a clean and healthy environment is for the good of all, and should therefore be the concern of all.
- c. The City will partner and enter into administrative arrangements with DENR, DOH and LTO to further minimize pollution in the City.

**Section 20. Vehicle emission control.** The City in coordination with the LTO shall establish a permitting system to ensure that the emission of vehicles operating within the City is in accordance with the standards provided for under existing laws. Administrative arrangements with LTO shall endeavor to deputize the City Government to undertake the necessary testing and initiate the prosecution of those in violation.

**Section 21. Industrial air pollution control.** The City in collaboration with DENR, shall ensure that industrial firms operating within the City shall comply with air quality standards, periodically testing the emissions of industrial firms and establish adequate capability to respond to citizen's complaints on industrial air pollution. Since the use of "dry sand-blasting" machines in shipyards as well as in any shop is a violation of the Clean Air Act as they spray sand that mixes with rust which eventually gets into the air thus posing serious health hazard not only to the workers but to the people in the vicinity who could inhale this harmful mixture, the use of "dry sand-blasting" is strictly prohibited in accordance with **Pambayang Ordinansa Blg. 1992-10.**



Imposable Fines and Penalties:

- First Offense - Two Thousand Five Hundred Pesos (Php 2,500.00)
- Second Offense - Three Thousand Five Hundred Pesos (Php3,500.00)
- Third Offense - Five Thousand Pesos (Php5,000.00) and closure of the establishment and revocation of business permit

**Section 22. Regulating noise pollution.** The City shall be responsible in evaluating the noise generating potential of infrastructure projects as part of its responsibility in the grant of zoning clearances and building permits. All projects which generate potential noise level must conform to the standards established by the DENR, the Occupational Health and Safety Standards of the DOLE, the DOH and other offices and shall be required to install soundproofing devices and eliminate vibration. In consultation with DENR, DOLE and DOH and other offices, noise and vibration standards shall be set for both mobile and stationary engines, factories, pub houses, restaurants, karaoke's, amusement parks and other similar establishments. **Penalties under this paragraph shall adapt with the City Ordinance No. 2017-09.**

In addition to this, playing of stereos or radios at high volume in motor vehicle in any area in the City of Navotas from 9:00 pm to 6:00 am disturbs and distracts people during period when most of them need peace and quiet time is prohibited in accordance with **Pambayang Ordinansa Blg. 1988-04.**

Also, installation of horns which are sources of noise pollution as they produce loud, annoying and offensive sound is prohibited in motor vehicles regularly plying in the City of Navotas, in accordance with **Pambayang Ordinansa Blg. 1993-12.**

Imposable Fines and Penalties:

- First Offense - Two Hundred Pesos (₱ 200.00) or community service for four (4) hours
- Second Offense - Three Hundred Pesos (PhP 300.00) and/or imprisonment not to exceed five (5) days or community work for at ten (10) hours
- Third Offense - Five Hundred Pesos (PhP 500.00) and/or imprisonment not to exceed five (5) days or community work for twenty-four (24) hours.

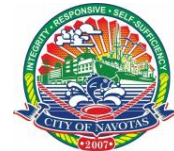
All provisions stated in the **City Ordinance No. 2017-17** ( as amended) requiring motor vehicles to be equipped with muffler/s and exhaust system and **City Ordinance No. 2017-09** regulating the operation and playing of Videoke including penal provisions thereof shall be adopted.

**Section 23. Ambient air and noise level monitoring stations.** The City in collaboration with the DENR and other offices shall establish, operate and maintain noise and ambient air quality sampling and monitoring stations to ensure that its residents enjoy air quality and are protected from noise pollution.

**Section 24. Regulating motorized tricycle operations.** Every three (3) years the Mayor through the City Franchising Unit shall determine the carrying capacity of the City with respect to motorized tricycles and will set a cap to those that will be allowed to apply. Thereafter, no additional franchises shall be issued beyond the cap. *This code shall adopt the provisions of City Ordinance No. 2017-17.*

**Section 25. Prohibition of smoking in public places and public vehicles.** Smoking inside a public building or an enclosed public place including public vehicles and other means of public transport or in any enclosed area outside of one's private residence, private vehicle, private place of work is hereby prohibited and shall be penalized under **City Ordinance No. 2018- 15.**

**Section 26. Measures against offensive odor.** The City shall require industries or other businesses whose operations emit odor which causes secondary disturbances such as nausea, insomnia and overall



discomfort to adopt measures that will mitigate the odor pollution including dilution by ventilation or dispersal, combustion or oxidation, neutralization or odor masking. Upon recommendation of the NEB, until such time that measures is in place, the operations of said industries or businesses will be suspended.

**Section 27. Close coordination with DENR.** Consistent with Section 36 of RA 8749 which mandates that the “Department shall provide LGU’s with technical assistance, training and continuing capability building program to prepare them to undertake full administration of air quality management and regulation within their territorial jurisdiction”, the Mayor shall, within six (6) months from the passage of this Code enter into suitable administrative arrangements with DENR and come up with a comprehensive program on air quality management to implement said mandate. The City shall seek deputation from the DENR to enable it to monitor air and noise pollution and industrial pollution and likewise strengthen its quick response mechanism in environmental law violations.

**Section 28. Promotion of environmental-friendly alternative transport systems.** The City shall encourage and provide incentives to persons who will utilize alternative and environment-friendly transport systems.

**Section 29. Promotion of energy-saving practices.** The City shall put in place and encourage shift to energy-saving measures such as daylight saving time, efficient lighting systems and utilization of solar and wind energy and anti-idling in parking areas. Incentive will be given to establishments which will showcase best energy-saving measures.

## ARTICLE V

### MARINE AND FRESHWATER RESOURCES

**Section 30. Purpose of the Article.** Protect and conserve marine and coastal resources through control of marine pollution, abatement of destructive fishing practices and over fishing:

- a. Strengthen capacity of stakeholders to manage marine and coastal resources.
- b. Support implementation of international and local agreements on protecting marine biodiversity.
- c. Review, assess, implement and regulate industrial use permits/rights and other interests over coastal areas.

**Section 31. Operative Principles.** The coastal area of the City of Navotas shall comprise the shorelines of Navotas Bay delineated by City land area. The territory is covered by the scopes of national policies namely:

- a. It is the duty of the CENRO to “prevent and control the pollution of its sea by the dumping of wastes and other matter which create hazards to human health, harm living resources and marine life, damage amenities or interference with the legitimate uses of the sea within the territorial jurisdiction of the Philippines (PD No. 979, Sec. 2).
- b. Executive Order 533 or the adoption of integrated coastal management (ICM) as national strategy for the sustainable development of coastal and marine environment resources;

### Section 32. Prohibited and Punishable Acts

- a. Spilling, leaking, pumping, pouring, emitting, emptying or dumping oil and gas, ballast water and other wastes from any marine vessel or fishing boat using, in transient or navigating its waters are prohibited.
- b. Fishing using dangerous and possibly harmful and poisonous substances and materials which can kill off animals and/or destroy marine habitat is strictly prohibited. Violators shall be prosecuted.
- c. No person/entity, group or company shall collect, extract and quarry marine resources for commercial gain without the necessary permit from the City Government.
- d. The altering, possession, transport, and/or extraction of marine products, and other coastal resources for commercial gain particularly those under the National List of Threatened Philippine Marine Flora and Fauna and their Categories and the list of other Wildlife Species, without the necessary permit is hereby prohibited.



- e. No cutting, destroying or injuring of planted or growing trees, flowering plants and shrubs or plants of scenic value along public coastal roads, plazas parks, school premises or in any other public coastal ground shall be permitted, except when the cutting, destroying, or injuring of same is necessary for public safety, or such pruning is necessary to enhance its beauty.
- f. The unauthorized use of coastal and shoreline lands for residential, commercial, recreational or eco-tourism purposes without the necessary permit is hereby prohibited.
- g. The unauthorized occupation of seashores and protected areas is strictly prohibited.
- h. No exotic wildlife flora and fauna shall be introduced nor cultured in the city seas unless a clearance had been issued by the CENRO.

Penalties:

A. Commercial and Industrial

First Offense:	Fine of Two Thousand Five Hundred Pesos (PhP 2,500.00)
Second Offense:	Fine of Three Thousand Five Hundred Pesos (PhP 3,500.00)
Third Offense:	Fine of Five Thousand Pesos (PhP 5,000.00) and Closure of the Establishment and Revocation of Business Permit

B. Individual

First Offense:	Fine of Two Hundred Pesos (PhP 200.00) or community work for four (4) hours
Second Offense:	Fine of Three Hundred Pesos (PhP 300.00) and/or imprisonment not to exceed five (5) days or community work for at least five (5) to ten (10) hours
Third Offense:	Fine of Five Hundred Pesos (PhP 500.00) and/or imprisonment not to exceed ten (10) days or community work for eleven (11) to twenty-four (24) hours

- a. If the offense is committed by a corporation, partnership or other juridical entity, the chief executive officer, president, general manager or person-in-charge shall be liable for the commission of the offense penalized under this act.
- b. In addition, if the offender is a foreigner, he/she shall be recommended for deportation. The fines and penalties shall be without prejudiced to civil liabilities for damages.

**Section 33. Implementation of Republic Act 8550.** This ordinance shall adopt the pertinent provisions of RA 8550 otherwise known as The Philippine Fisheries Code of 1998 to ensure the attainment of the following objectives of the City's fishery sector.

- a. Conservation, protection and sustained management of the country's fishery and aquatic resources;
- b. Poverty alleviation and the provision of supplementary livelihood among municipal fisherfolk;
- c. Improvement of productivity of aquaculture within ecological limits;
- d. Optimal utilization of off-shore and deep-sea resources;
- e. Upgrading of post-harvest technology.

**Section 34. Implementation of Presidential Decree 705.** This ordinance shall adopt the pertinent provisions of PD 705 otherwise known as the REVISED FORESTRY CODE OF THE PHILIPPINES underscoring the protection of mangroves.

- a. Strips of mangrove forest bordering numerous islands which protect the shoreline, the shoreline roads, and even coastal communities from the destructive force of the sea during high winds and typhoons, shall be maintained and shall not be alienated. Such strips must be kept from artificial obstruction so that flood water will flow unimpeded to the sea to avoid flooding or inundation of cultivated areas in the upstream.
- b. All mangrove swamps set aside for coast-protection purposes shall not be subject to clear-cutting operation.
- c. Mangrove and other swamps released to the Bureau of Fisheries and Aquatic Resources for fishpond purposes which are not utilized, or which have been abandoned for five (5) years from the date of such release shall revert to the category of forest land.





## **ARTICLE VI SANITARY LANDFILL**

**Section 35. Implementation of Republic Act 9003.** This ordinance shall adopt the pertinent provisions of RA 9003 otherwise known as ECOLOGICAL SOLID WASTE MANAGEMENT ACT OF 2000 with regards to Sanitary Landfills operating in the City.

**Section 36. Criteria for Siting a Landfill** - The following shall be the minimum criteria for the siting of sanitary landfills:

- a. The site selected must be consistent with the overall land use plan of the LGU;
- b. The site must be accessible from major roadways or thoroughfares;
- c. The site should have an adequate quantity of earth cover material that is easily handled and compacted;
- d. The site must be chosen with regard for the sensitivities of the community's residents;
- e. The site must be located in an area where the landfill's operation will not detrimentally affect environmentally sensitive resources such as aquifer, groundwater reservoir or watershed area;
- f. The site should be large enough to accommodate the community's wastes for a period of five (5) years during which people must internalize the value of environmentally sound and sustainable solid waste disposal;
- g. The site chosen should facilitate developing a landfill that will satisfy budgetary constraints, including site development, operation for many years, closure, post-closure care and possible remediation costs;
- h. Operating plans must include provisions for coordinating with recycling and resource recovery projects; and
- i. Designation of a separate containment area for household hazardous wastes.

**Section 37. Criteria for establishment of Sanitary Landfill** - The following shall be the minimum criteria for the establishment of sanitary landfills:

- a. Liners - a system of clay layers and/or geosynthetic membranes used to contain leachate and reduce or prevent contaminant flow to groundwater;
- b. Leachate collection and treatment system - installation of pipes at the low areas of the liner to collect leachate for storage and eventual treatment and discharge;
- c. Gas control and recovery system - a series of vertical wells or horizontal trenches containing permeable materials and perforated piping placed in the landfill to collect gas for treatment or productive use as an energy source;
- d. Groundwater monitoring well system - wells placed at an appropriate location and depth for taking water that are representative of ground water quality;
- e. Cover - two (2) forms of cover consisting of soil and geosynthetic materials to protect the waste from long-term contact with the environment:
  - a daily cover placed over the waste at the close of each day's operations, and;
  - a final cover, or cap, which is the material placed over the completed landfill to control infiltration of water, gas emission to the atmosphere, and erosion.
- f. Closure procedure with the objectives of establishing low maintenance cover systems and final cover that minimizes the infiltration of precipitation into the waste. Installation of the final cover must be completed within six (6) months of the last receipt of waste;
- g. Post-closure care procedure - During this period, the landfill owner shall be responsible for providing for the general upkeep of the landfill, maintaining all of the landfill's environmental protection features, operating monitoring equipment, remediating groundwater should it become contaminated and controlling landfill gas migration or emission.

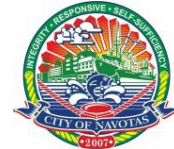
**Section 38. Creation of Monitoring Committee.** – The City Mayor shall create a monitoring committee with its duties and responsibilities to implement the proper use of the sanitary landfill.

**Section 39. Operating criteria for Sanitary Landfills** - In the operation of a sanitary landfill, each site operator shall maintain the following minimum operating equipments:

- a. Disposal site records of, but not limited to:



- Records of weights or volumes accepted in a form and manner approved by the Department. Such records shall be submitted to the Department upon request, accurate to within ten percent (10%) and adequate for overall planning purposes and forecasting the rate of site filling;
  - Records of excavations which may affect the safe and proper operation of the site or cause damage to adjoining properties;
  - Daily log book or file of the following information: fires, landslides, earthquake damage, unusual and sudden settlement, injury and property damage, accidents, explosions, receipts or rejection of unpermitted wastes, flooding and other unusual occurrences;
  - Record of personnel training; and
  - Copy of written notification to the Department, local health agency, and fire authority of names, addresses and telephone numbers of the operator or responsible party of the site;
- b. Water quality monitoring of surface and ground waters and effluent, and gas emissions;
- c. Documentation of approvals, determinations and other requirements by the Department;
- d. Signs:
- Each point of access from a public road shall be posted with an easily visible sign indicating the facility name and other pertinent information as required by the Department;
  - If the site is open to the public, there shall be an easily visible sign at the primary entrance of the site indicating the name of the site operator, the operator's telephone number, and hours of operation; an easily visible sign at an appropriate point shall indicate the schedule of changes and the general types of materials which will either be accepted or not;
  - If the site is open to the public, there shall be an easily visible road sign and/or traffic control measures which direct traffic to the active face and other areas where wastes or recyclable materials will be deposited; and
  - Additional signs and/or measures may be required at a disposal site by the Department to protect personnel and public health and safety;
- e. Monitoring of quality of surface, ground and effluent waters, and gas emissions;
- f. The site shall be designed to discourage unauthorized access by persons and vehicles by using a perimeter barrier or topographic constraints. Areas within the site where open storage, or piling of hazardous materials occurs shall be separately fenced or otherwise secured as determined by the Department. The Department may also require that other areas of the site be fenced to create an appropriate level of security;
- g. Roads within the permitted facility boundary shall be designed to minimize the generation of dust and the tracking of material onto adjacent public roads. Such roads shall be kept in safe condition and maintained such that vehicle access and unloading can be conducted during inclement weather;
- h. Sanitary facilities consisting of adequate number of toilets and handwashing facilities, shall be available to personnel at or in the immediate vicinity of the site
- i. Safe and adequate drinking water supply for the site personnel shall be available;
- j. The site shall have communication facilities available to site personnel to allow quick response to emergencies;
- k. Where operations are conducted during hours of darkness, the site and/or equipment shall be equipped with adequate lighting as approved by the Department to ensure safety and to monitor the effectiveness of operations;
- l. Operating and maintenance personnel shall wear and use appropriate safety equipment as required by the Department;
- m. Personnel assigned to operate the site shall be adequately trained in subject pertinent to the site operation and maintenance, hazardous materials recognition and screening, and heavy equipment operations, with emphasis on safety, health, environmental controls and emergency procedures. A record of such training shall be placed in the operating record;
- n. The site operator shall provide adequate supervision of a sufficient number of qualified personnel to ensure proper operation of the site in compliance with all applicable laws, regulations, permit conditions and other requirements. The operator shall notify the Department and local health agency in writing of the names, addresses, and telephone number of the operator or responsible party. A copy of the written notification shall be placed in the operation record;
- o. Any disposal site open to the public shall have an attendant present during public operating hours or the site shall be inspected by the operator on a regularly scheduled basis, as determined by the Department;
- p. Unloading of solid wastes shall be confined to a small area as possible to accommodate the number of vehicles using the area without resulting in traffic, personnel, or public safety hazards.



Waste materials shall normally be deposited at the toe of the fill, or as otherwise approved by the Department;

- q. Solid waste shall be spread and compacted in layers with repeated passages of the landfill equipment to minimize voids within the cell and maximize compaction. The loose layer shall not exceed a depth approximately two feet before compaction. Spreading and compacting shall be accomplished as rapidly as practicable, unless otherwise approved by the Department;
- r. Covered surfaces of the disposal area shall be graded to promote lateral runoff of precipitation and to prevent pounding. Grades shall be established of sufficient slopes to account for future settlement of the fill surface. Other effective maintenance methods may be allowed by the Department; and
- s. Cover material or native material unsuitable for cover, stockpiled on the site for use or removal, shall be placed so as not to cause problems or interfere with unloading, spreading, compacting, access, safety drainage, or other operations.

**Penalties.** The following penalties shall be imposed for any violation of Article VI of this Code.

#### **A. Establishment**

First Offense:	Fine of Two Thousand Five Hundred Pesos (PhP 2,500.00)
Second Offense:	Fine of Three Thousand Five Hundred Pesos (PhP 3,500.00)
Third Offense:	Fine of Five Thousand Pesos (PhP 5,000.00) and Closure of the Establishment and Revocation of Business Permit

#### **B. Individual**

First Offense:	Fine of Two Hundred Pesos (PhP 200.00) or community work for four (4) hours
Second Offense:	Fine of Three Hundred Pesos (PhP 300.00) and/or imprisonment not to exceed five (5) days or community work for at least five (5) to ten (10) hours
Third Offense:	Fine of Five Hundred Pesos (PhP 500.00) and/or imprisonment not to exceed ten (10) days or community work for eleven (11) to twenty-four (24) hours.

### **ARTICLE VII WATER RESOURCES MANAGEMENT**

**Section 40. Operative Principles.** The City of Navotas envisions to be one of the city with sustainable water management. The City will ensure that:

- a. The primary need of its residents for domestic water will be perpetually met.
- b. Water will be made available and prioritized in the following order: domestic use, ecological flows, and economic use.
- c. The City adopts RA 9275 otherwise known as the Philippine Clean Water Act.

#### **A. Provision to Ensure Water Quality**

**Section 41. Water Quality Monitoring.** Within one (1) year from the effectivity of this Code, the Mayor, in consultation with related national government agencies and private sectors shall come up with a master plan for effective water quality monitoring of major water bodies and ground water in the City, including identification of potable water sources.

**Section 42. Administrative Arrangements.** An administrative arrangement shall be initiated by the Mayor with concerned national government agencies so that they can assist them in:

- a. Requiring industries to establish water treatment facilities.
- b. Controlling effluents and other pollutive substances entering waterways and preventing contamination;
- c. Requiring resource users to adopt precautionary measure, clean production techniques, recycling and waste audits and minimization in all stages of industrial operations;
- d. Controlling effluent discharge from point sources;





- e. Prevent illegal structures along shoreline areas;

**Section 43. Prohibition on the disposal of effluent and sludge.** No person shall dispose or cause to allow disposal of effluent and sludge from motor repair shops, motor pools, vehicle garage and terminals, car wash and junk shop establishments, gasoline stations, livestock and poultry and other similar establishments into the drainage canals, creeks, rivers or any water bodies including land areas to avoid pollution. This code shall adopt **City Ordinance No. 2018-12**.

**Section 44. Annual environmental clearance of industrial firms.** In coordination with the DENR, All industrial firms shall be subjected to an annual environmental clearance evaluation of the CENRO subject to compliance after the pre requisite by the DENR and any firm found to be violating its environmental responsibilities shall not be issued business permits until corrective measures are instituted.

**Section 45. Protection of public water infrastructures.** The Mayor shall identify waterworks and irrigation systems and shall take measures to ensure that engineering works and infrastructure projects within the City do not adversely impact water quality.

**Section 46. Maintenance of drainage systems.** The Mayor shall adopt necessary measures to ensure that adequate City and barangay drainage systems are established and maintained to prevent the negative effects of all types of effluents on both surface and underground water quality. *This code shall adapt City Ordinance No. 2018-12.*

**Section 47. Health and sanitation measures.** The Mayor shall adopt appropriate measures to assist barangay officials improve environmental sanitation by expanding the use of sanitary toilets for waste disposal. Such assistance shall, if necessary, include, but not limited to direct investments in public health, education and strict enforcement of the Building Code.

**Section 48. Scope and coverage.** These provisions shall apply to all contractors, developers and planners who are undertaking or intent to undertake land development projects in the City of Navotas.

**Section 49. Regulation of construction and development activities.** Construction and development activities within the City shall be regulated in consideration of the need to ensure that the water supply of the City continues to be sufficient for the needs of its residents. Contractors, developers and/or planners intending the develop areas within the City of Navotas shall submit their plans for consideration and approval to the City through its CENRO to ensure compliance with this Code and the Office of the City Building Official to ensure compliance with the National Building Code. The CENRO shall review the plans and assess whether these are in conformity with the guidelines and design standard provided in this Code. The endorsement of the CENRO shall be a pre-requisite to the issuance of the development permit issued by the City Government.

**Section 50. Guidelines in the construction and development of land in the city.** In addition to the provisions of P.D. 957, its implementing rules and regulations, the following guidelines shall be observed by contractors, developers and planners. *All structures must comply with the current Comprehensive Land Use Plan of the city.*

- a. The problem of water recharge and flooding shall be taken into consideration in the formulation of land development plans.
- b. Methods/measures to address problems to recharge and flooding shall be employed subject to the design parameters provided herein.
- c. Permeable materials shall be used in surface areas located in open spaces.
- d. A significant portion of the developed land shall be allotted for recharge.
- e. Vegetation shall be encouraged.

**Section 51. Methods/measures to address the problems of recharge and flooding.** To address the problem of recharge and flooding in the City, future land developments shall be flood neutral. Contractors, developers and/or planners shall incorporate in their development plans provisions for appropriate retention ponds, in the area being development.



**Section 52. Effect of non-compliance with guidelines.** Contractors, developers and/or planners who fail to comply with the foregoing in their plans shall not be endorsed for approval of the CENRO. Failure of the contractors, developers and/or planners to execute their approved plans shall be sanctioned with the revocation of their development permit, without prejudice to making the necessary remedial measures at their own expense.

Penalties. The following penalties shall be imposed for any violation of Article VII of this Code:

**A. Commercial and Industrial:**

First Offense: Fine of One Thousand Five Hundred Pesos (PhP 1,500.00)  
Second Offense: Fine of Three Thousand Pesos (PhP 3,000.00)  
Third Offense: Closure of the Establishment and Revocation of Business Permit

**B. Individual**

First Offense: Fine of Two Hundred Pesos (PhP 200.00) or community work for four (4) hours  
Second Offense: Fine of Three Hundred Pesos (PhP 300.00) and/or imprisonment not to exceed five (5) days or community work for at least five (5) to ten (10) hours  
Third Offense: Fine of Five Hundred Pesos (PhP 500.00) and/or imprisonment not to exceed ten (10) days or community work for eleven (11) to twenty-four (24) hours.

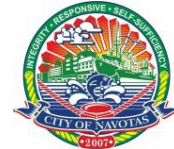
**ARTICLE VIII  
SOLID WASTE MANAGEMENT**

**Section 53. The office shall undertake, on a city-wide scale, the following:**

- a. Efficient collection and transport of solid wastes from various sources by providing separate collection schedules and separate dump trucks for biodegradable and non-biodegradable wastes following specific routes and using standardized collection trucks and equipment.
- b. Disposal of collected solid wastes into the Navotas City designated disposal facility.
- c. Conduct of street sweeping along the city's main thoroughfares and other litter-prone areas.
- d. Conduct of Information, Education and Communication (IEC) campaign on proper solid waste management.
- e. Monitoring of garbage collection operations for evaluation and further improvement of the current system.
- f. Enforcement of environmental laws and ordinances.

**Section 54. Mandating all navotas city households, commercial and business establishments, industries and institutions to maintain the cleanliness of their premises at all times** – The household owners, lessee, managers, operators and head of the commercial establishments, industries and institutions shall be primarily responsible in maintaining the cleanliness of the areas within their premises including the sidewalk, canal, and half of the road.

Any violation of this provision shall be punishable as follows:



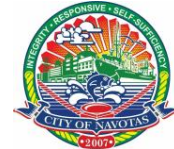
1. First Offense – One Thousand Pesos (P1,000.00)
2. Second Offense – An Administrative Fine of Three Thousand (P3,000.00) Pesos
3. Third Offense – An Administrative Fine of Five Thousand (P5,000.00) Pesos

**Section 55. Mandating all the owners or developers of vacant and/or idle lots to maintain its cleanliness at all times**

- a. The owners or developers of the vacant and/or idle lots shall be primarily responsible in maintaining its cleanliness.
- b. The owners or developers of the vacant and/or idle lots shall be primarily responsible in preventing the lot from becoming a garbage dumping area.
- c. In the event that the owners or developers of the vacant and/or idle lots failed to comply with this provision, the City Government shall undertake the necessary cleaning operations at the expense of the owners or developers of the vacant and/or idle lots.
- d. The City Government and the barangays, with the consent of the owners or developers, may utilize the vacant and/or idle lots as area for the implementation of environment-related projects or food security programs for the immediate community.

**Section 56. Mandating all the households, commercial and business establishments, industries and institutions to segregate domestic waste at source and provide adequate, sufficient and covered segregation garbage bins inside their property line.**

- a. The household owners, lessee, managers, operators and head of the commercial and business establishments, industries and institutions shall segregate their domestic wastes at source into biodegradable, non- biodegradable residual and non-biodegradable recyclables.
- b. The household owners, lessee, managers, operators and head of the commercial and business establishments, industries and institutions shall provide separate garbage bins for domestic biodegradable, non-biodegradable residual and non-biodegradable recyclables.
- c. For residential units with five (5) or more lessees, the owner of the residential unit is required to provide proper garbage storage area for domestic biodegradable, non-biodegradable residual and non-biodegradable recyclables.
- d. Segregated garbage bins and storage area of the commercial and business establishments, industries and institutions, depending on its use, shall be properly marked or identified for on-site collection.
- e. Only segregated domestic biodegradable and non-biodegradable residual shall be collected by the city-contracted, city-accredited and/or Barangay- owned dump truck with Permit to Collect, Transport and Dump Solid Waste issued by the Department.
- f. The household owners, lessee, managers, operators and head of the commercial and business establishments, industries and institutions shall set out their domestic biodegradable and non-biodegradable residual, in front of their property line for disposal only upon the arrival of the city-accredited and/or Barangay owned dump truck with Permit to Collect, Transport and Dump Solid Waste issued by the Department based on the schedule designated by the City Government. The wastes must be properly packed and tied to avoid scattering and spillage.
- g. Domestic non-biodegradable recyclables shall not be collected by the City dump trucks. The household owners, lessee, managers, operators and head of the commercial and business establishments, industries and institutions may opt to donate or sell it to the Barangay's Materials Recovery Facility (MRF) or to the junkshop.



- h. Post-consumer materials shall not be collected by the City-contracted dump trucks. Managers, operators and head of the commercial and business establishments, industries and institutions are required to hire the services of private haulers with legitimate business operating in Navotas City.
- i. Setting out and collection of unsegregated wastes is prohibited.
- j. Setting out of garbage during non-collection schedule is prohibited.
- k. Wastes that are not properly packed and tied shall not be collected.
- l. Any person who is not authorized or accredited by the City Government and/or the Barangay is prohibited from collecting domestic biodegradable, non-biodegradable residual and non-biodegradable recyclables.
- m. Scavenging is prohibited.
- n. Waste shall be set out only in front of their premises during the designated collection day and it shall be collected by the garbage collector and/or operator door to door without fail.

**Penalties: (For Sections 55a & 56k)**

First Offense – One Thousand Pesos (P1,000.00)  
Second Offense – Three Thousand (P3,000.00) Pesos  
Third Offense – Five Thousand (P5,000.00) Pesos and non-collection of garbage until full compliance is attained

Any violation on Sections 56l and 56m shall be punishable as follows:

First Offense – One Thousand Pesos (P1,000.00) or community service for one (1) day  
Second Offense – Three Thousand (P3,000.00) Pesos or community service for three (3) days  
Third Offense – Five Thousand (P5,000.00) Pesos or community service for five (5) days

**Section 57. Mandating all the households, commercial and business establishments, industries and institutions to segregate special wastes limited to bulky wastes, domestic household hazardous wastes such as busted fluorescent lamps and spent batteries, and electronic wastes.**

- a. Bulky wastes shall be separated from domestic wastes.
  - b. Collection of dilapidated furniture, broken appliances and old tires shall be coordinated by the household to the barangay for monitoring and scheduling.
  - c. Tree cuttings shall be cut into less than one (1) meter in length and bundled into convenient weight while grass cuttings and other yard wastes shall be put into sacks for easy handling and collection.
  - d. Collection and disposal of construction debris is not the responsibility of the City Government. It is the responsibility of the owner or contractor hired for construction.
  - e. Household hazardous wastes such as busted fluorescent lamps and spent batteries shall also be separated from domestic wastes.
  - f. Busted fluorescent lamps and spent batteries from the households shall be brought to the Barangay Materials Recovery Facility for temporary storage until collection by the city.
  - g. Collection of busted fluorescent lamps, spent batteries and other toxic and hazardous wastes from commercial and business establishments, industries and institutions is not the responsibility of the city.
- barangays about the schedule of said activities to inform their residents for public participation.



I. The City Government shall conduct at least two (2) recyclables trading activities per year as support to this provision.

Any violation of this Section shall be punishable as follows:

First Offense – One Thousand Pesos (P1,000.00)  
Second Offense – Three Thousand Pesos (P3,000.00)  
Third Offense – Five Thousand Pesos (P5,000.00)

**Section 58. Mandating the subdivision and condominium owners and/or developers in Navotas City to provide a sufficient space for the establishment of materials recovery facility to store recyclables and process compostable materials of the homeowners.**

- a. For existing subdivisions and condominiums in Navotas City, all owners and/or developers are mandated to provide a sufficient space for the establishment of Materials Recovery Facility (MRF) to store recyclables and process compostable materials of the homeowners.
- b. The Homeowners Associations (HOA) shall assign personnel to manage and operate the MRF.
- c. The Office shall provide technical assistance in the operations of the MRF.
- d. For subdivision and condominium owners and/or developers who are planning to put up a subdivision or any land development projects in Navotas City, they shall incorporate the establishment of an MRF in their subdivision lay-out plan.
- e. The City Government thru the City Planning and Development Office, City Engineering Office and other concerned Offices shall ensure that the establishment of MRF is incorporated in the subdivision and/or condominium lay-out plan prior to approval.

**Section 59. Standards for city-contracted waste haulers-** In the event that the City Government may hire the services of the private hauler/waste transporter in certain cases, All City-Contracted Waste Haulers are mandated to comply with the following standards:

**A. Collection Trucks and Equipment**

1. All collection equipment should be registered with the department to ensure the proper markings, safety and sanitation of the vehicle.
2. All collection equipment shall be provided with the visible and proper markings of plate and body number on both sides, name and telephone number of the contractor.
3. All collection trucks should be in good running condition and equipped with tools and spares tires. No sacks nor any eyesore must be seen hanging alongside the trucks.
4. All collection trucks should be kept clean and properly maintained and shall be washed after each disposal.
5. All collection trucks should be leakage free and properly covered to prevent spillage of garbage and escape of odor when travelling.
6. All collection trucks should be equipped with complete and functional devices such as head light, stop light, signal light, park light, plate light, tail light, wipers, horn, windshield and side mirrors.
7. All collection trucks should be equipped with proper cleaning and clearing tools (e.g. tray, spade, rake broomsticks, dustpan, etc. ) to clean-up remnants of garbage immediately after collection.
8. All collection trucks should meet the emission standards set forth in this code including smoke belching standards.



9. All trips during collection shall be required to have a trip ticket indicating the barangay as well as the route of the trip will cover.
10. Only authorized garbage collector shall be allowed to handle the waste from the generators.
11. Owners and operators of truck shall sanitize, disinfect and deodorize the collection trucks before leaving the dispatching area and after its disposal.

#### **B. Garbage Collection Crew**

1. All those involved in the collection of garbage (e.g., drivers and crew) should wear proper uniforms and identification cards to be prescribed by the Department. They must possess an up-to-date health certificate issued by the City Health Department.
2. Scavenging and sorting or “pamumulasi” by the garbage collection or while in transit shall not be allowed. Violation of this rule shall be the cause of outright dismissal of the employee and the contractor shall be held liable for its crew and may cause the suspension or termination of the contract of the contractor.
3. Garbage collectors must not dent, bend or otherwise damage or alter the condition of the garbage containers.
4. Reckless driving, driver/crew under the influence of alcohol, regulated and prohibited drugs shall be dealt with according to existing laws, ordinance, rules and regulations.
5. Solicitation of cash, gifts or consideration in any kind by any personnel of the City Contracted Waste Haulers is strictly prohibited.

Compliance of letters (a) and (b) of this Section shall be a pre-requisite to the issuance or renewal of business permit for commercial and industrial establishments.

#### **C. Administrative Procedure and Imposable Administrative Fines**

1. Issuance of EVR – Violator/s of any provisions of this Section shall be issued EVR by the CENRO, CHD or any deputized enforcers or inspectors informing them of the nature of the infraction committed and the corresponding fines to be paid.
2. Payment of Fines – If the violator is a corporation, firm, institution or other corporate entities, the president, manager or person responsible for its operation shall be held liable.

Provided further that, refusal to pay the fine, on the third offense, shall authorize the CENRO to cause the institution of summary proceedings against the violator or the filing of necessary criminal charges in court.

The penalties for any violation of the provisions of this Section shall be punishable as follows:

First Offense – One Thousand Pesos (P1,000.00) or community service for one (1) day and compulsory seminar for one (1) day.

Second Offense – Three Thousand Pesos (P3,000.00) or community service for one (1) week and compulsory seminar for one (1) day.

Third Offense –

a. Five Thousand Pesos (P5,000.00) and/or imprisonment of not less than one (1) month or both at the discretion of the court;

b. Revocation of Business Permit of the Owner, Operator and/or contractor of the garbage truck/garbage collection crew; and





c. Disqualification of the Owner, Operator and/or contractor of the garbage truck/garbage collection crew to any solid waste management bidding and /or contract of the City Government.

**Section 60. Mandating all public utility vehicles plying the streets of Navotas City to provide garbage receptacle that is conspicuously placed inside their vehicles.**

- a. All drivers and operators are mandated to provide a garbage receptacles for biodegradable and non-biodegradable wastes, placed conspicuously inside their vehicles for the proper disposal of garbage of their passengers.
- b. The receptacle shall be properly labeled with “PARA SA NABUBULOK,” and “PARA SA DI-NABUBULOK”.

Any violation of this provision shall be punishable as follows:

1. First Offense – Five Hundred (P500.00) Pesos
2. Second Offense – One Thousand (P1,000.00) Pesos
3. Third Offense – Two Thousand (P2,000.00) Pesos

**Section 61. Prohibiting the littering and illegal dumping of solid wastes in any public or private place including vacant lots and waterways.**

- a. It shall be unlawful for any person to litter or illegally dump solid wastes in any public or private place, including vacant lots and waterways.
- b. Any area in Navotas City, whether public or private place, that has stored more than four (4) cubic meters of mixed wastes, is prohibited.
- c. The only designated disposal area are DENR approved sanitary landfills and/or other environmentally acceptable waste disposal facilities.

Violation of Section 61 (a) shall be punishable as follows:

**Littering**

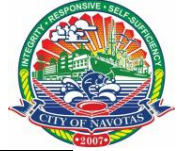
1. First Offense – Five Hundred Pesos (P500.00) or community service for one (1) day
2. Second Offense – One Thousand Pesos (P1,000.00) or community service for three (3) days
3. Third Offense – Two Thousand Pesos (P2,000.00) or community service for five (5) days

**Illegal Dumping**

VOLUME	PENALTY		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
More than 1 Liter & Less than 1 cu.m	P 2,000.00	P 4,000.00	P 5,000.00
1 cu.m or more	P 5,000.00	P 5,000.00 And Imprisonment of not less than six (6) months	P 5,000.00 And imprisonment of not more than one (1) year

**Violation of Section 61 (b) shall be punishable as follows:**

VOLUME	PENALTY		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense



More than 4 cu.m But not less than 8 cu.m	P 5,000.00	P 5,000.00 and Imprisonment of not Less than one (1) month	P 5,000.00 and Imprisonment of not less than six (6) months
8 cu.m or more	P 5,000.00	P 5,000.00 and Imprisonment of not less than six (6) months	P 5,000.00 and imprisonment of not more than one (1) year

**Section 62. Prohibiting the open burning of solid waste in any public or private place-** No person shall engage in open burning of trash, garbage, dried leaves, twigs, branches, grass and solid waste or any refuse within the territorial jurisdiction of Navotas City.

Any violation of this provision shall be punishable as follows:

1. First Offense - Five Hundred Pesos (P500.00) or community service for one (1) day
2. Second Offense – One Thousand Pesos (P1,000.00) or community service for three (3) days
3. Third Offense – Two Thousand Pesos (P2,000.00) or community service for five (5) days

**Section 63. Prohibiting the urinating, spitting, “singa”, defecating in any public or private place-** the provisions including penalties under Sections 122 &123, Chapter XXVI of the Health and Sanitation Code of the City of Navotas (**City Ordinance No.2012-05**) shall be adopted.

**Section 64. Regulating the junkshops operating in Navotas City.**

- a. All junkshop owners and/or operators, whether single proprietorship, corporation, cooperative, or foundation, are required to secure a Certificate of Non-Coverage from the Department.
- b. Junkshop owners and/or operators shall maintain an appropriate area.
- c. Junkshop owners and/or operators shall maintain a separate sorting area and separate storage area for different types of recyclables.
- d. Junkshop owners and/or operators shall install a separate toilet with septic tank.
- e. Junkshop owners and/or operators shall designate a parking area for the pushcarts and/or tri-bikes or any recyclables collection equipments.
- f. Junkshop owners and/or operators shall install an appropriate sign board in front of the junk shop where the following details are posted:
  - Name of the junk shop and junk owner
  - Address/ Location
  - Telephone Number
  - Name of affiliation to any junk shop organizations
- g. Junkshop owners and/or operators shall display at all times in conspicuous area within the junk shop the Environmental Clearance issued by the Office.
- h. Junkshop owners and/or operators shall provide identification cards to their personnel for proper identification.
- i. Junkshop owners and/or operators shall ensure that pushcarts and/or tri-bikes or any recyclables collection equipment that will be used must have proper markings such as name of the junk shop, address and contact details and body number.
- j. Junkshop owners and/or operators shall maintain the cleanliness and sanitary condition of the entire junk shop area at all times.





k. Junkshop owners and/or operators shall secure the necessary permit/clearance from the barangays where they will be conducting recyclables trading. The employees of the junkshop must always bring a copy of the said permit during recyclables collection.

l. Utilizing sidewalks as weighing or sorting area is prohibited.

m. Utilizing sidewalks or junkshop's roof as storage area is prohibited.

n. Utilizing sidewalks or roadsides as parking area for pushcarts and/or tri-bikes or any recyclables collection equipment is prohibited.

Any violation of this provision shall be punishable as follows:

First Offense – One Thousand Pesos (P1,000.00)

Second Offense – Three Thousand Pesos (P3,000.00)

Third Offense – Five Thousand Pesos (P5,000.00) and cancellation of business permit, or an imprisonment of not less than Thirty (30) days but not more than Sixty (60) days or both for Third and subsequent offense at the discretion of the Court.

A violation committed and validated during the first inspection regardless of type and quantity shall be treated as a First Offense.

A violation committed and validated during the second inspection regardless of type and quantity shall be treated as a Second Offense.

A violation committed and validated during the third inspection regardless of type and quantity shall be treated as a Third Offense.

## ***FRANCHISE TAX***

### **CITY ORDINANCE NO. 2017-18**

#### **ARTICLE 22 – FRANCHISE TAX**

SECTION 119 – Imposition of Tax - There is hereby imposed a franchise at the following rates based on the gross annual receipts realized during the preceding calendar year any business enjoying within the City.

Rate of Tax on business enjoying a franchise within the City will be seventy five percent (75%) of one percent (1%).

If the business subject to the aforementioned franchise tax closes within the year the franchise shall within twenty (20) days of such cessation of business submit to a certified statement of its gross receipts realized during the undeclared portion of the year and pay the tax due hereon.

In case of a newly started business the tax shall be one twentieth (1/20) of one (1%) percent of the capital investment in the succeeding calendar year regardless of when the business started to operate the tax shall be based on the gross receipts for the preceding calendar year or any fraction thereof as provided herein.

SECTION 139 - Imposition of Fees. - There shall be collected an annual fee in the amount of Five Hundred Pesos (P500.00) for the operation of tricycle-for-hire.



*[The annual franchise fee should cover the cost of regulation and surveillance, plus the estimated annual business tax that the operator would pay for each unit. The integration of tax and regulatory fee simplifies tax administration and tax compliance.]*

Other fees on tricycle operations:

PARTICULAR		Rates		
Motorizedand Non-Motorized (Pedicab)	Motorized Navoteño	Motorized Non-Navoteño (Supervision)	Pedicab	
* Mayor’s Permit	80.00	430.00	25.00	
* Sticker’s Fee	60.00	50.00	60.00	
* Regulatory Fee	40.00	60.00	25.00	
* ID	40.00	40.00	40.00	
* Driver’s Fee				
* Road Worthiness				
* Terminal Fee				
* Fare adjustment fee for fare increase				
* Filing fee for amendment of MTOP				
Private Motorized and Non-Motorized (Pedicab)	Motorized		Pedicab	
	New	Renewal	New	Renewal
	80.00	80.00	80.00	80.00
	200.00		200.00	
		20.00		20.00
	40.00	40.00	40.00	40.00
	40.00	40.00	40.00	40.00
Fines and Penalties	Pedicab		Motorized	
	2,500.00		4,000.00	
	500.00		500.00	
	5,000.00		5,000.00	
	5,000.00		5,000.00	
	2,500.00		2,500.00	

## CEMETERY FEE

### CITY ORDINANCE NO. 2019-08

Section 5. *Imposition of Fees*- The collection of fees for all services catered by the NAVOHIMLAYAN is hereby authorized:

1.) Funeral Chapel (Burulan)		Php1,500.00 per day	
2.) Chapel for Mass		Php300.00 per hour	
3.) Cremation Services: For Cremation Services the following rate shall be imposed:			
Bones	Fetus to 6 months old	Above 6 months old	
Php 10,000.00	Php 9,000.00	Php 15,000.00	



A 20% discount shall be applied for Navotas Residents or Senior Citizens.

4.) Columbarium:				
4.1) Perimeter Wall Vault Exterior				
Layer	No. of Urn/Vault	Rate per Vault For Installment payment terms within 5 years	Rate per Vault For Cash Basis	Term of Right to Use
8	4	Php 15,000.00	Php 12,000.00	25 years
7	4	Php 15,000.00	Php 12,000.00	25 years
6	4	Php 15,000.00	Php 12,000.00	25 years
5	4	Php 15,000.00	Php 12,000.00	25 years
4	4	Php 15,000.00	Php 12,000.00	25 years
3	4	Php 15,000.00	Php 12,000.00	25 years
2	4	Php 15,000.00	Php 12,000.00	25 years
1	4	Php 15,000.00	Php 12,000.00	25 years

Columbarium:				
4.2) 2 <sup>nd</sup> floor				
Layer	No. of Urn/Vault	Rate per Vault For Installment payment terms within 5 years	Rate per Vault For Cash Basis	Right to Use
8	4 to 6	Php 25,000.00	Php 20,000.00	25 years
7	4 to 6	Php 25,000.00	Php 20,000.00	25 years
6	4 to 6	Php 28,750.00	Php 23,000.00	25 years
5	4 to 6	Php 31,250.00	Php 25,000.00	25 years
4	4 to 6	Php 31,250.00	Php 25,000.00	25 years
3	4 to 6	Php 28,750.00	Php 23,000.00	25 years
2	4 to 6	Php 28,750.00	Php 23,000.00	25 years
1	4 to 6	Php 28,750.00	Php 23,000.00	25 years

Columbarium:				
4.3) 3 <sup>rd</sup> floor				
Layer	No. of Urn/Vault	Rate per Vault For Installment payment terms within 5 years	Rate per Vault For Cash Basis	Right to Use
8	4 to 6	Php 25,000.00	Php 20,000.00	25 years
7	4 to 6	Php 25,000.00	Php 20,000.00	25 years



6	4 to 6	Php 28,750.00	Php 23,000.00	25 years
5	4 to 6	Php 31,250.00	Php 25,000.00	25 years
4	4 to 6	Php 31,250.00	Php 25,000.00	25 years
3	4 to 6	Php 28,750.00	Php 23,000.00	25 years
2	4 to 6	Php 28,750.00	Php 23,000.00	25 years
1	4 to 6	Php 28,750.00	Php 23,000.00	25 years

## ARTICLE 7 - BURIAL FEES AND CEMETERY CHARGES

SECTION 265 - Rental for Public Cemetery Lots or Grave - The following schedule of fees for rental of lot or niche in the public cemeteries of the city is hereby imposed:

a) For each niche or plot for child and adult for the first 3 sqm, amount of rent per year to be collected in advance	₱500.00/5 years
b) For each niche or plot for child and adult in excess of 3 sqm, additional amount per sqm of rent per year to be collected in advance	33.34
c) For each excavation permit for burial of: 1) Adult, 14 years and above, for a period of five (5) years without any extension	75.00
2) Child, Below 14 years old, for a period of five (5) years without any extension	30.00

### SECRETARY'S FEE

CITY ORDINANCE NO. 2017-18

## CHAPTER IV. SERVICE CHARGES

### ARTICLE 1 – SECRETARY'S FEES

Particulars	Amount of Fee Per Page of the Document
1) For every page or fraction thereof (excluding the certification and any annotation)	₱ 50.00
2) For each certification of correctness (with the seal of the issuing office/department embossed on the copy of the documents including attachments)	150.00
3) For certification of the official act of the City Judge or other judicial certifications with office seal	150.00



4) For certified copies of any paper, records, decree, judgment or entry of which any person is entitled to demand and receive a copy (in connection with judicial proceedings) of each page	10.00
1) Fees for the verification of records	60.00
2) Certified true copy of any document	60.00
3) Certification Fees (with or without property)	60.00
4) Annotation Fees on any document	150.00
5) Certification of Sketch or Location Plan including tax map	50.00
6) City Mayor's Clearance	100.00
7) PLEB Clearance	300.00
8) Fiscal's Clearance	
9) Tax Clearance Certification	100.00
10) Photocopy or any other copy produced by copying machine per page	50.00
11) Electronic copy of any record(GIS)	300.00
12) Administrative Fee	250.00

SECTION 245 - Imposition of Fees. – There shall be collected the following fees from every person requesting for copies of official records and documents from the offices of this City.

## 7. PROCESSING OF TRANSFER TAX PAYMENT

Transfer tax is issued for Real Property Taxpayers who desire to transfer their properties depending on the mode of transfer.

<b>Office or Division:</b>	City Treasurer's Office – Real Property Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	All



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Case: Deed of Sale</b>	
<b>Principal</b>	
Deed of Sale (1 original)	Notary Public
Latest Tax Declaration (1 original)	City Assessor's Office – Window 3
Certificate of Land Title (1 certified true copy)	Registry of Deeds – Window 1
Certificate Authorizing Registration (CAR) (1 original)	Bureau of Internal Revenue (BIR) – Registration Division
Latest Official Receipt (1 original)	City Treasurer's Office – Window 1, 2, 3 or 4
<b>Authorized Representative</b>	
Deed of Sale (1 original)	Notary Public
Latest Tax Declaration (1 original)	City Assessor's Office – Window 3
Certificate of Land Title (1 certified true copy)	Registry of Deeds – Window 1
Certificate Authorizing Registration (CAR) (1 original)	Bureau of Internal Revenue (BIR) – Registration Division
Latest Official Receipt (1 original)	City Treasurer's Office – Window 1, 2, 3 or 4
Any of the following: - Special Power or Attorney (SPA) (1 original) - Notarized Authorization Letter (1 original)	Notary Public Office  Property Owner/Notary Public Office
<b>Case: Deed of Donation</b>	
<b>Principal</b>	
Deed of Donation (1 original)	Notary Public Office
Latest Tax Declaration (1 original)	City Assessor's Office – Window 3
Certificate of Land Title (1 certified true copy)	Registry of Deeds – Window 1
Certificate Authorizing Registration (CAR) (1 original)	Bureau of Internal Revenue (BIR) – Registration Division
Latest Official Receipt (1 original)	City Treasurer's Office – Window 1, 2, 3 or 4
<b>Authorized Representative</b>	
Deed of Donation (1 original)	Notary Public Office
Latest Tax Declaration (1 original)	City Assessor's Office – Window 3
Certificate of Land Title (1 certified true copy)	Registry of Deeds – Window 1
Certificate Authorizing Registration (CAR) (1 original)	Bureau of Internal Revenue (BIR) – Registration Division
Latest Official Receipt (1 original)	City Treasurer's Office – Window 1, 2, 3 or 4
Any of the following: - Special Power or Attorney (SPA) (1 original) - Notarized Authorization Letter (1 original)	Notary Public Office  Property Owner/Notary Public Office
<b>Deed of Extrajudicial Settlement with Partition</b>	
<b>Principal</b>	



Deed of Extrajudicial Settlement with partition (1 original)		Notary Public Office		
Latest Tax Declaration (1 original)		City Assessor's Office – Window 3		
Certificate of Land Title (1 certified true copy)		Registry of Deeds – Window 1		
Certificate Authorizing Registration (CAR) (1 original)		Bureau of Internal Revenue (BIR) – Registration Division		
Latest Official Receipt (1 original)		City Treasurer's Office – Window 1, 2, 3 or 4		
<b>Authorized Representative</b>				
Deed of Extrajudicial Settlement with partition (1 original)		Notary Public Office		
Latest Tax Declaration (1 original)		City Assessor's Office – Window 3		
Certificate of Land Title (1 certified true copy)		Registry of Deeds – Window 1		
Certificate Authorizing Registration (CAR) (1 original)		Bureau of Internal Revenue (BIR) – Registration Division		
Latest Official Receipt (1 original)		City Treasurer's Office – Window 1, 2, 3 or 4		
Any of the following: - Special Power or Attorney (SPA) (1 original) - Notarized Authorization Letter (1 original)		Notary Public Office  Property Owner/Notary Public Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to Window 1, 2, 3, or 4	1. Receive the requirements for evaluation	None	9 Minutes	Clerk CTO
	1.1 Review the required documents and check for completeness	None		
* Secure the Order of Payment that will be issued.	1.1.1 If complete, assess payment of transfer tax and prepare Order of Payment	None		
* Acknowledge receipt of the	1.1.2 If incomplete,	None		



returned documents for completion and sign in the logbook.	indicate the lacking documents and return for completion, record the date and time of return. Ask the client to acknowledge receipt of the returned documents and sign in the logbook.			
2. Pay the Transfer tax fee to the Cashier	2. Accept payment for Transfer Tax based on the Order of Payment	<p>Deed of Sale: 75% of 1% of fair market value whichever is higher</p> <p>Deed of Donation: Based on fair market value stated in Tax Declaration</p>	5 Minutes	Clerk CTO
3. Receive the Official Receipt	3. Issue an Official Receipt	None	1 Minute	Clerk CTO
<b>TOTAL:</b>		<p>Deed of Sale: 75% of 1% of fair market value whichever is higher</p> <p>Deed of Donation: Based on fair market value stated in Tax Declaration</p>	<b>15 Minutes</b>	





## **NavoServe Unit, Office of the Mayor**

### **External Services**



## NAVOSERVE UNIT

The NavoServe Unit of the Office of the Mayor is a one stop shop where various social services of the City Government are being provided. This includes medical assistance, burial assistance, transportation assistance, educational assistance, issuance of endorsement/guarantee letters to hospitals and national government agencies, issuance of social case study, issuance of Senior Citizens/Persons with Disability (PWD) ID and discount booklets, issuance of Solo Parent ID, and releasing of social pension/ PWD scholarship allowance.

### 1. BURIAL ASSISTANCE

Burial assistance is given to indigent bereaved Navoteño family to augment their burial expenses.

<b>Office or Division:</b>	NavoServe Unit, Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All Navoteños			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Death Certificate (1 original)		Local Civil Registry Office – Window 3		
Funeral Contract (1 original)		Funeral Parlor – Secretary's Desk		
Funeral Certification of Remaining Balance (1 original)		Funeral Parlor – Secretary's Desk		
Barangay Certificate of Indigency for Burial Assistance (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
Community Certificate/ Cedula (1 original, 3 photocopy)		City Treasurer's Office – Windows 7, 8, 9 or 10, 2 <sup>nd</sup> floor, Navotas City Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get queuing number at Navoserve Unit Queuing Machine	1. Call client number and verify if Navoteño.	None	1 Minute	Computer Operator II NavoServe - Table 1
2. Submit required documents at Table 3	2. Assess completeness of requirements.  2.1 Conduct interview and issue a Social Case Study.	None  None	5 Minutes	Social Welfare Aide NavoServe - Table 3



3. Proceed to Table 5 and receive burial assistance.	3. Release the burial assistance.	None	2 Minutes	<i>Private Secretary I</i> NavoServe - Table 5
<b>TOTAL:</b>		<b>None</b>	<b>8 Minutes</b>	

## 2. EDUCATIONAL ASSISTANCE

Educational assistance is given to indigent but deserving Navoteño student to augment their educational expenses.

<b>Office or Division:</b>		NavoServe Unit, Office of the Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who May Avail:</b>		All Navoteños		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Student's Certification of Enrolment (1 photocopy)		School where the student is enrolled – Registrar's Office		
Student's School ID (1 photocopy) - If lost, secure Affidavit of Lost (1 original) - If not yet issued, secure Certification from School (1 original)		Notary Public Office School where the student is enrolled – Registrar's Office		
Parent's Barangay Certificate of Indigency for Educational Assistance (1 original, 2 photocopy)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
Parent's Valid ID (1 original, 2 photocopy)		Any Government Office issuing valid IDs		
Referral letter from the school principal (1 original)		School where the student is enrolled – Principal's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get queuing number at Navoserve Unit Queuing Machine	1. Call client number and verify if Navoteño.	None	1 Minute	<i>Computer Operator II</i> NavoServe - Table 1
2. Submit required documents at Table 3	2. Receive the required documents and check for completeness	None	5 Minutes	<i>Social Welfare Aide</i> NavoServe - Table 3
	2.1 Conduct interview and assess the	None		



	client			
3. Receive confirmation slip of the application at Table 4	3. Provide confirmation slip of the application and advise the applicant on the date of release of educational assistance.	None	2 Minutes	<i>Private Secretary II</i> NavoServe - Table 4
<b>TOTAL:</b>		<b>None</b>	<b>8 Minutes</b>	

### 3. ISSUANCE OF CERTIFICATE OF INDIGENCY

Certificate of Indigency is issued to indigent Navoteños who need services of the Public Attorney's Office, as well as to those who apply for Unified Financial Assistance System for Tertiary Education Act (UNIFAST) that includes scholarships, grants-in-aid, student loans and other specialized forms of Student Financial Assistance Programs (StuFAPs) provided by the Commission on Higher Education (CHED).

<b>Office or Division:</b>	NavoServe Unit, Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may Avail:</b>	All Navoteños			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Public Attorney's Office (PAO)</b>				
Barangay Certificate of Indigency ( <i>for PAO/ Legal Assistance</i> ) (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
<b>For UNIFAST (CHED)</b>				
School Application Form of UNIFAST (1 original)		NavoServe Unit – Table 3		
Certificate of Indigency ( <i>for Scholarship</i> ) (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get queuing number at Navoserve Unit Queuing Machine	1. Call client number and verify if Navoteño.	None	1 Minute	<i>Computer Operator II</i> NavoServe - Table 1
2. Submit required documents at Table 3	2. Assess completeness of requirements	None	5 Minutes	<i>Social Welfare Aide</i> NavoServe - Table 3
2.1 Receive the Certificate of	2.1 Conduct interview and	None		



Indigency	issue Certificate of Indigency			
<b>TOTAL:</b>		<b>None</b>	<b>6 Minutes</b>	

#### 4. ISSUANCE OF EDUCATIONAL ASSISTANCE

Educational assistance is given to indigent but deserving Navoteño student to augment their educational expenses.

<b>Office or Division:</b>		NavoServe Unit, Office of the Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who May Avail:</b>		All Navoteños		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Confirmation Slip of the application (1 original)		NavoServe Unit Table 4		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get queuing number at Navoserve Unit Queuing Machine	1. Call client number	None	1 Minute	<i>Private Secretary II</i> NavoServe - Table 4
2. Submit the confirmation slip at Table 4	2. Accept the confirmation slip	None	5 Minutes	<i>Private Secretary II</i> NavoServe - Table 4
3. Receive the educational assistance at Table 4	3. Issue the educational assistance	None	2 Minutes	<i>Private Secretary II</i> NavoServe - Table 4
<b>TOTAL:</b>		<b>None</b>	<b>8 Minutes</b>	

#### 5. ISSUANCE OF ENDORSEMENT/GUARANTEE LETTER TO NATIONAL GOVERNMENT AGENCIES (PCSO, PAGCOR, DSWD-NCR), NON-GOVERNMENT ORGANIZATIONS, PUBLIC OFFICIALS (SENATOR, CONGRESSMAN, ETC.) AND NAVOTAS CITY HOSPITAL FOR MEDICAL ASSISTANCE

Endorsement/ guarantee letter is given to hospitalized indigent Navoteño to augment their medical expenses.



<b>Office or Division:</b>	NavoServe Unit, Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All Navoteños			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Medical Certificate (1 original)		Hospital where the patient is confined – Secretary's Desk		
Laboratory Request or Prescription (1 original)		Attending Physician – Secretary's Desk		
Barangay Certificate of Indigency ( <i>for Medical Assistance</i> ) (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
Valid ID (1 original, 1 photocopy)		Any Government Office issuing valid IDs		
Community Tax Certificate/Cedula (1 original, 1 photocopy)		City Treasurer's Office, 2 <sup>nd</sup> floor, Navotas City Hall – Windows 7, 8, 9 or 10		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get queuing number at Navoserve Unit Queuing Machine	1. Call client number and verify if Navoteño.	None	1 Minute	<i>Computer Operator II</i> NavoServe - Table 1
2. Submit required documents to Table 4	2. Receive the required documents and check for completeness	None	5 Minutes	<i>Social Welfare Aide</i> NavoServe - Table 4
	2.1 Conduct interview to assess the client	None		
3. Receive endorsement/guarantee letter/s at Table 4	3. Release endorsement/guarantee letter/s	None	3 Minutes	<i>Private Secretary I</i> NavoServe - Table 4
<b>TOTAL:</b>		<b>None</b>	<b>9 Minutes</b>	

## 6. ISSUANCE OF PERSON WITH DISABILITY ID AND DISCOUNT BOOKLETS

Republic Act No. 10070, an act establishing institutional mechanism to ensure the implementation of programs and services for Persons with Disability (PWD) which includes the issuance of PWD ID and Booklet.



<b>Office or Division:</b>		NavoServe Unit, Office of the Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who May Avail:</b>		All Navoteños		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Application Form (1 original)		NavoServe Unit – Table 8		
Medical Certificate / Clinical Abstract (1 original, 1 photocopy)		Hospital/Clinic/Health Center – Secretary's Desk		
Barangay Clearance ( <i>for PWD ID Application</i> ) (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
1X1 pictures (4 pieces)		Any photo printing shop		
Birth Certificate (1 original, 1 photocopy)		City Civil Registry Office – Window 2, 2 <sup>nd</sup> floor, Navotas City Hall / Philippine Statistics Authority – Civil Registration and Services Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get queuing number at Navoserve Unit Queuing Machine	1. Call client number and verify if Navoteño.	None	1 Minute	<i>Computer Operator II</i> NavoServe - Table 1
2. Submit required documents at Table 8	2. Assess completeness of requirements  2.1 Conduct interview assess the client	None  None	5 Minutes	<i>Social Welfare Aide</i> NavoServe - Table 8
3. Receive Persons with Disability ID and Booklet at Table 8	3. Issue Persons with Disability ID and Booklet	None	4 Minutes	<i>Administrative Assistant</i> NavoServe - Table 8
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	

## 7. ISSUANCE OF SENIOR CITIZEN'S ID AND DISCOUNT BOOKLETS

Rule IV Article 6 of Republic Act No. 9994, otherwise known as the Expanded Senior Citizens Act of 2010", states that for the availment of benefits and privileges under the Act, the senior citizen, or his/her duly authorized representative, shall present as proof of eligibility, a valid and original Senior Citizens' ID issued by the LGU. This office facilitates the issuance of Senior Citizen ID and Booklets for the availment of benefits and privileges.



<b>Office or Division:</b>	NavoServe Unit, Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Navotas Resident, 60 years old and above			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Application Form (1 original)		NavoServe Unit – Table 8		
Any of the following: - Birth Certificate (1original, 1 photocopy)  - Marriage Contract (proof of Birth Date) (1original, 1 photocopy) - Baptismal Certificate (1original, 1 photocopy) - Valid ID with Birth Date (1 original, 1 photocopy)		City Civil Registry Office – Window 2, 2 <sup>nd</sup> floor, Navotas City Hall/ Philippine Statistics Authority – Civil Registration and Services Division City Civil Registry Office – Window 4  Church where the applicant is baptized – Parish Office – Secretary's Desk BIR/ Post Office/ DFA/ SSS/ Barangay/ GSIS/ Pag-Ibig/ PRC – Front Desk		
Barangay Clearance ( <i>for Senior Citizen ID Application</i> ) (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk		
1x1 pictures (4 pieces)		Any photo printing shop		
Community Tax Certificate/Cedula (1 original, 1 photocopy)		City Treasurer's Office – Windows 7, 8, 9 or 10, 2 <sup>nd</sup> floor, Navotas City Hall		
Affidavit of Loss (in case of lost I.D. and/or booklet) (1 original)		Notary Public		
<b>CLIENT ~STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get queuing number at Navoserve Unit Queuing Machine	1. Call client number and verify if Navoteño	None	1 Minute	Computer Operator II NavoServe - Table 1
2. Submit required documents at Table 8	2. Receive the required documents and check for completeness	None	5 Minutes	Social Welfare Aide NavoServe - Table 8
	2.1 Conduct interview assess the client	None		
3. Receive Senior Citizen's ID and Discount Booklet at Table 8	3. Issue Senior Citizen's ID and Discount Booklet	None	3 Minutes	Social Welfare Aide Navoserve - Table 8
<b>TOTAL:</b>		<b>None</b>	<b>9 Minutes</b>	





## 8. ISSUANCE OF SOCIAL CASE STUDY FOR TRANSPORTATION / BURIAL ASSISTANCE OF DSWD-NCR

The Social Case Study Report for Burial Assistance is issued to individuals who are subject for Balik-Probinsya and walk-in clients who lost their way back home. Social Case Study Report for Burial Assistance is issued to diminish the amount of payment for the Funeral Service.

<b>Office or Division:</b>	NavoServe Unit, Office of the Mayor
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	- Navotas residents - Belongs to indigent family of the city
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>For Transportation Assistance (Balik-Probinsya)</b>	
Barangay Blotter stating the reason of availing the Assistance and the place of destination ( <i>complete provincial address</i> ) (1 original)	Client's residence in the province, Barangay Hall – Secretary's Desk
1 Valid ID (1 original, 1 photocopy)	BIR/ Post Office/ DFA/ SSS/ Barangay/ GSIS/ Pag-Ibig/ PRC – Front Desk
Barangay Certificate of Indigency ( <i>for Balik-Probinsya</i> ) (1 original)	Barangay where the client's presently resides, Barangay Hall – Secretary's Desk
*Conditional/Situational Requirements such as Police Clearance for client 18 years old and above and	Police Station – Police Clearance Section
Birth Certificate for clients below 18 years old	Philippine Statistics Authority – Civil Registration and Services Division
<b>For Burial Assistance</b>	
<b>Deceased:</b>	
Registered Death Certificate (1 original, 1 photocopy)	Servicing Funeral Parlor – Secretary's Desk
Funeral Contract (1 original, 1 photocopy)	Servicing Funeral Parlor – Secretary's Desk
Funeral Certification of Remaining Balance (1 original, 1 photocopy)	Servicing Funeral Parlor – Secretary's Desk
<b>Claimant:</b>	
Barangay Certificate of Indigency for Burial Assistance (1 original, 1 photocopy)	Barangay where the client resides, Barangay Hall – Secretary's Desk
Updated Cedula (1 original, 1 photocopy)	City Treasurer's Office-Window 7-10
1 Valid ID (1 original, 1 photocopy)	BIR/ Post Office/ DFA/ SSS/ Barangay/ GSIS/ Pag-Ibig/ PRC – Front Desk
<i>Note: Claimant should be immediate family</i>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queuing number at Navoserve Unit Queuing Machine	1. Call client number and verify if Navoteño.	None	1 Minute	Computer Operator II NavoServe - Table 1
2. Submit required documents at Table 3	2. Assess completeness of requirements	None	5 Minutes	Social Welfare Aide NavoServe - Table 3
2.1 Receive the Social Case Study	2.1 Conduct interview and issue Social Case Study	None		
<b>TOTAL:</b>		<b>None</b>	<b>6 Minutes</b>	

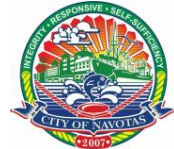
## 9. MEDICAL ASSISTANCE

The Medical Assistance is issued to individuals to diminish their expenses for their medical needs.

<b>Office or Division:</b>	NavoServe Unit, Office of the Mayor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	All Navoteños	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Patient</b>		
Medical Certificate/Clinical Certificate (1 original, 3 photocopy)		Hospital or Clinic of Attending Physician – Secretary's Desk
Prescription with price (1 original, 3 photocopy)		Hospital or Clinic of Attending Physician – Secretary's Desk
Referral Letter from the Health Center (1 original, 3 photocopy)		Health Center Attending Physician – Secretary's Desk
<b>Claimant</b> (In the absence or unavailability of the patient, claimant must be an immediate family member)		
Barangay Certificate of Indigency for Medical Assistance (1 original, 3 photocopy)		Barangay where the client resides, Barangay Hall – Secretary's Desk
Valid ID (1 original, 3 photocopy)		Any Government Office issuing valid IDs
Community Certificate/ Cedula (1 original, 3 photocopy)		City Treasurer's Office – Windows 7, 8 or 9, 2 <sup>nd</sup> floor, Navotas City Hall



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queuing number at Navoserve Unit Queuing Machine	1. Call client number and verify if Navoteño	None	1 Minute	<i>Computer Operator II</i> NavoServe - Table 1
2. Submit required documents at Table 2	2. Assess completeness of requirements.  2.1 Conduct interview and issue an Assistance Referral.	None  None	5 Minutes	<i>Social Welfare Aide</i> NavoServe - Table 2
3. Receive medical assistance at Table 6 (from the City Mayor) and/or Table 7 (from Congressman)	3. Release the medical assistance.	None	4 Minutes	<i>Private Secretary I</i> NavoServe - Table 6  <i>Private Secretary II</i> NavoServe – Table 7
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	



## **Navotas Action and Command Center (NACC)**

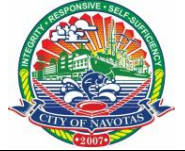
### **External Services**



## 1. CCTV VIEWING SERVICES

Under the City DRRMO is the Navotas Action and Command Center (NACC). It caters to all Navoteño who is requesting to view certain incident such as accidents, crimes, lawlessness and etc., for their legal purposes.

<b>Office or Division:</b>		Navotas Action and Command Center (NACC)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen G2G – Government to Government		
<b>Who may avail:</b>		All Navoteños		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Accomplished Request Form (1 original)			NACC CCTV Operator	
Police Report (1 original)			PNP – Investigation Unit	
Letter of request for CCTV Viewing (1 original)			PNP – Investigation Unit	
Letter of request from PNP Investigator (1 original)			PNP – Investigation Unit	
Valid ID of investigator (1 photocopy)			PNP – Investigation Unit – Police Investigator	
Blank CD			School/Office Supplies Store	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at the Navotas Action and Command Center	1. Receive required documents and advise the client to fill out the request form	None	5 Minutes	CCTV Operator NACC
2. Fill out and present the CCTV Request form to the CCTV Operator	2. Receive the form and process the request	None	3 Minutes	CCTV Operator NACC
	2.1 Review the incident	None	1 Hour or more depending on the duration of the CCTV footage	CCTV Operator NACC
	2.2 Recommend approval of request for viewing	None	1 Day or more depending on the case	Head NACC
				City Mayor



	2.3 Approve the request for viewing	None		Mayor's Office
3. Receive a call or text message on the status of request	<p>3. Notify the requestor regarding the result of CCTV footage</p> <p>* If positive and approved, advise the requestor to obtain a Police Report</p>	<p>None</p> <p>None</p>	3 Minutes	<p>CCTV Operator NACC</p> <p>CCTV Operator NACC</p>
<p>4. Submit the Police Report to NACC</p> <p>or</p> <p>Police Report is submitted directly to the NACC by the PNP Investigator together with letter of request and his/her valid ID</p>	4. Receive the submitted Police Report and process the request	None	5 Minutes	CCTV Operator NACC



5. Submit the blank CD to the CCTV Operator	5. Receive the blank CD and transfer copy of the needed CCTV footage to CD	None	3 Minutes	CCTV Operator NACC
5.1 Receive the CD containing CCTV footage	5.1 Release the CD containing CCTV footage	None		
<b>TOTAL:</b>		<b>None</b>	<b>1 Day, 1 Hour and 19 Minutes</b> <i>(minimum processing time)</i>	



## **Navotas City Hospital (NCH)**

### **External Services**





## ADMITTING SECTION

### 1. ADMISSION OF PATIENT

This process is done to gather information from the patient through a systematic and step-by-step procedure during admission. The information gathered includes the name, address, date of birth, age, among others.

<b>Office or Division:</b>	Navotas City Hospital – Admitting Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Admission Slip with PhilHealth Classification and Social Service Classification (1 original, 1 duplicate)		Navotas City Hospital – Emergency Department		
Front Sheet (1 original)		Navotas City Hospital – Admitting Section		
Consent Form (waiver) (1 original)		Navotas City Hospital – Admitting Section		
Patient Rights & Responsibilities Form (waiver) (1 original)		Navotas City Hospital – Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Admission Slip with PhilHealth Classification and Social Service Classification at NCH Admitting Section	1. Receive the required document and check for completeness.	None	2 Minutes	Admitting Clerk Navotas City Hospital – Admitting Section
2. Fill-out the Front Sheet.	2. Ask the client to fill-out the Front Sheet.	None	5 Minutes	Admitting Clerk Navotas City Hospital – Admitting Section
2.1 Return the accomplished document NHC Admitting Section	2.1 Receive and encode the accomplished document.	None		
3. Sign the Consent Form for Admission and Patient Rights & Responsibilities Form.	3. Ask the client to sign the Consent Form for Admission and Patient Rights & Responsibilities	None	4 Minutes	Admitting Clerk Navotas City Hospital – Admitting Section



3.1 Return the accomplished forms.	Form. 3.1 Receive the accomplished forms and affix signature to both forms as witness.	None		
4. Receive the Clinical Cover Sheet, ID Tag and Watcher's Pass and check for clerical errors.	4. Issue the Clinical Cover Sheet, ID Tag and Watcher's Pass and correct clerical errors, if any.	None	3 Minutes	Admitting Clerk Navotas City Hospital – Admitting Section
5. Submit the Front Sheet to the Emergency Room (ER) Nurse.	5. Issue the Front Sheet for submission to the ER Nurse.	None	1 minute	Admitting Clerk Navotas City Hospital – Admitting Section
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

## CASHIER AND BILLING SECTION SERVICES

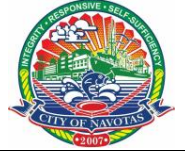
### 2. PAYMENT OF HOSPITAL BILL

The Hospital Bill reflects the amount required to be charged to the patient for the delivery of any medical service or supply. Fees incurred in the hospital bill may be waived if the patient is qualified under any available medical assistance program offered by either the local or national government.

<b>Office or Division:</b>	Navotas City Hospital – Cashier and Billing Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	All Navotas City Hospital Patients
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>General Patient</b>	
Charge Slip (1 original)	Navotas City Hospital department where medical service was availed
Valid ID (1 original)	Any government or private office issuing valid IDs
Statement of Account (SOA) (1 original)	Navotas City Hospital – Cashier and Billing Section
<b>Patient with PhilHealth Membership</b>	
Charge Slip (1 original)	Navotas City Hospital department concerned



Valid ID (1 original)		Any government or private office issuing valid IDs		
Statement of Account (SOA) (1 original)		Navotas City Hospital – Cashier and Billing Section		
<b>Patient with Medical Assistance Coverage</b>				
Charge Slip (1 original)		Navotas City Hospital department concerned		
Valid ID (1 original, 1 photocopy)		Any government or private office issuing valid IDs		
Statement of Account (SOA) (1 original, 1 photocopy)		Navotas City Hospital – Cashier and Billing Section		
Promissory Note (1 original)		Patient		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at NCH Cashier and Billing Section  * Make sure to secure the SOA that will be issued.	1. Receive the required documents.  1.1 Compute the incurred charges and issue the SOA.	None	10 Minutes	Cashier Navotas City Hospital – Cashier and Billing Section
2. Pay the required fees, if any, at the Navotas City Hospital – Cashier and Billing Section.  2.1 If PhilHealth member, pay the fees in excess of the applicable PhilHealth coverage.  2.2. If beneficiary of any available medical assistance, submit the Promissory Note.	2. Accept the payment based on the SOA.  2.1 If PhilHealth member, accept the payment based on the SOA in excess of the applicable PhilHealth coverage.  2.2 If beneficiary of any available medical assistance, receive the Promissory	See City Ordinance No. 2015-08 and No. 2020-03  None  None  None	5 Minutes	Cashier Navotas City Hospital – Cashier and Billing Section



* Make sure to secure the Official Receipt (if any) and two (2) copies of the Patient Clearance Form that will be issued.	Note. 2.3 Issue the Official Receipt (if any) and two (2) copies of the Patient Clearance Form.			
<b>TOTAL:</b>		<b>See City Ordinance No. 2015-08 and No. 2020-03</b>	<b>15 Minutes</b>	



## Schedule of Fees:

### CITY ORDINANCE NO. 2020-03

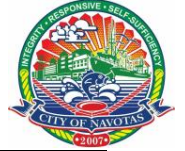
### NEW FEES

### NAVOTAS CITY HOSPITAL FEES:

EXAMINATION	RESIDENT	NON-RESIDENT
<b>RADIOLOGY SERVICE FEES</b>		
1. Chest PA/LAT (adult)	460.00	530.00
2. Chest AP/LAT (pedia)	345.00	400.00
3. Chest Aico-Lordotic View	460.00	530.00
4. Chest PA view	290.00	335.00
5. Skull AP/LAT	345.00	400.00
6. PNS (paranasal series)	785.00	900.00
7. Neck AP/LAT (Cervical)	345.00	400.00
8. Shoulder Joint AP	345.00	400.00
9. Arm AP/LAT	345.00	400.00
10. Fore arm AP/LAT	345.00	400.00
11. Elbow Joint AP/LAT	345.00	400.00
12. Hand/Wrist AP/LAT	345.00	400.00
13. Thoracic Cage AP/LAT	460.00	530.00
14. Thoraco-lumbar AP/LAT	460.00	530.00
15. Lumbo-sacral AP/LAT	460.00	530.00
16. Plain Abdomen	345.00	400.00
17. Pelvis AP	345.00	400.00
18. Femur AP/LAT	345.00	400.00
19. Knee Joint AP/LAT	345.00	400.00
20. Leg AP/LAT	345.00	400.00
21. Foot AP/LAT	345.00	400.00
22. Foot AP/Oblique	345.00	400.00
23. Ankle AP/LAT	345.00	400.00
24. Heel Bone	345.00	400.00
<b>ULTRASOUND SERVICE FEES</b>		
1. Liver	520.00	600.00
2. Gall bladder	520.00	600.00
3. Pancreas	520.00	600.00
4. Spleen	520.00	600.00
5. Kidney	520.00	600.00
6. Urinary bladder	520.00	600.00
7. Prostate	520.00	600.00
8. Pelvic Plain ( Pregnant/ Non Pregnant)	520.00	600.00
9. BPS (Biophysical Scoring)	980.00	1,130.00
10. Scrotal	690.00	800.00
11. HBT+ Liver+ GB	920.00	1,060.00
12. Liver +GB+Pancreas+Spleen	920.00	1,060.00
13. KUB (Kidney+Urinary Bladder)	920.00	1,060.00
14. Pelvic+ KUB	1,150.00	1,325.00
15. HBT +KUB	1,440.00	1,660.00
16. KUB+Prostate	1,035.00	1,190.00
17. Whole abdomen	1,725.00	1,985.00



EXAMINATION	RESIDENT	NON-RESIDENT
18. Upper abdomen	1,610.00	1,850.00
19. Lower abdomen	1,120.00	1,290.00
20. TVS	890.00	1,025.00
21. Thyroid Gland	1,120.00	1,290.00
22. Inguinal/Scrotal	1,120.00	1,290.00
23. Chest Ultrasound	1,200.00	1,440.00
24. Breast Ultrasound	1,120.00	1,290.00
<b>EXISTING ECG SERVICE FEE</b>		
ECG	400.00	460.00
<b>2DECHO SERVICE FEE</b>		
<b>2DECHO</b> (Ward patient, Social Service Classification of C and D, patients under MOA) ** Procedure fee only	3,000.00	3,450.00
<b>2DECHO</b> (Private, Walk-in Patients) ** Procedure and Readers Fee included	3,450.00	3,970.00
<b>COMPARATIVE COMMUNITY BASED PHYSICAL THERAPY AND REHABILITATION SERVICE FEES OF PRIVATE AND PT CLINIC SUBSIDIZED BY ROTARY CLUBS</b>		
Musculoskeletal cases		
Neurological cases		
<b>CLINICAL MICROSCOPY</b>		
Urinalysis	70.00	80.00
Fecalysis	70.00	80.00
Gram's stain	90.00	105.00
Pregnancy Test	90.00	105.00
<b>HEMATOLOGY</b>		
CBC with platelet count	160.00	185.00
CBC with Blood Typing	160.00	185.00
CBC	160.00	185.00
Platelet Count	160.00	185.00
Hemoglobin	160.00	185.00
Hematocrit	160.00	185.00
<b>BLOOD CHEMISTRY</b>		
Blood Urea Nitrogen (BUN)	115.00	135.00
Blood Uric Acid ( BUA)	115.00	135.00
Creatinine	115.00	135.00
Lipid Profile ( Chole, TG, HDL, LDL)	565.00	650.00
HDL/LDL	290.00	335.00
HDL	290.00	335.00
LDL	290.00	335.00
Total Cholesterol	115.00	135.00
Triglycerides	170.00	195.00



EXAMINATION	RESIDENT	NON-RESIDENT
SGOT	115.00	135.00
SGPT	115.00	135.00
FBS (Glucose)	90.00	105.00
OGTT 50 g	980.00	1,130.00
OGTT 75 g	980.00	1,130.00
<b>SEROLOGY &amp; BLOOD BANK</b>		
HBsAg	250.00	290.00
VDRL test	145.00	165.00
ABO with RH Typing	115.00	135.00
Drug Testing	290.00	335.00

<b>PRE EMPLOYMENT PACKAGE</b>		
Complete Physical Examination	115.00	135.00
Chest Xray P/A View	290.00	335.00
CBC	160.00	185.00
Routine Fecalalysis	70.00	80.00
Routine Urinalysis	70.00	80.00
ABO-Rh Typing	115.00	135.00
Drug Testing	290.00	335.00
<b>TOTAL</b>	<b>1,100.00</b>	<b>1,285.00</b>

CITY ORDINANCE NO. 2015-08 .....P4  
ANNEX 1



Send Out Laboratory Specimen	HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	WARD/OPD	PRIVATE/ER	WARD/OPD	PRIVATE/ER
<b>Clinical Microscopy</b>				
24 Hrs Urine Protein Determination	275.00	285.00	330.00	342.00
Urine Albumin	275.00	285.00	330.00	342.00
Urine Sugar	110.00	115.00	132.00	138.00
Pregnacy Test	115.00	120.00	138.00	144.00
Semen Analysis	105.00	110.00	126.00	132.00
Occult Blood	110.00	115.00	132.00	138.00
Smear for Amoeba	90.00	90.00	108.00	108.00
<b>Bacteriology</b>				
Indian Ink	250.00	260.00	300.00	312.00
Stone Analysis	1,265.00	1,320.00	1518.00	1584.00
Water Analysis (2-Parameters)	780.00	810.00	936.00	972.00
Water Analysis (3-Parameters)	1,035.00	1,080.00	1242.00	1296.00
<b>Blood Chemistry Examination</b>				
Albumin	140.00	145.00	168.00	174.00
Alkaline Phosphate	150.00	160.00	180.00	192.00
Ammonia	1,100.00	1,140.00	1320.00	1368.00
Calcium	150.00	160.00	180.00	192.00
Carbon Dioxide	345.00	360.00	414.00	432.00
Crea Clearance	325.00	340.00	390.00	408.00
Ferritin	1,265.00	1,320.00	1518.00	1584.00
Fluid Analysis(CSF, Pleural, Ascitis,Pericardial,Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
Fluid LDH (CSF,Pleural, Ascitis,Pericardial,Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
High Sensitive CRP	805.00	840.00	966.00	1008.00
HBA1-C	555.00	580.00	666.00	696.00
Inorganic Phosphorus	260.00	270.00	312.00	324.00
Ionized Calcium	635.00	660.00	762.00	792.00
Iron	460.00	480.00	552.00	576.00
Glucose	255.00	265.00	306.00	318.00
75 gms OGTT	835.00	870.00	1002.00	1044.00
50 gms OGCT	835.00	870.00	1002.00	1044.00
Magnesium	330.00	350.00	396.00	420.00
Lead	1,380.00	1,440.00	1656.00	1728.00
Lipid Profile	490.00	510.00	588.00	612.00
Lipoprotein	670.00	700.00	804.00	840.00
TPAG	260.00	265.00	312.00	318.00
Bilirubin (Total , B1 and B2)	180.00	180.00	216.00	216.00
BIB2	255.00	265.00	306.00	318.00
TIBC+ Iron	980.00	1,020.00	1176.00	1224.00
Total Acid Phosphate	230.00	240.00	276.00	288.00
Total Calcium	150.00	160.00	180.00	192.00
Total Protein	140.00	145.00	168.00	174.00
Total Protein A/G Ratio	225.00	235.00	270.00	282.00
Total Acid Phosphatase	230.00	240.00	276.00	288.00
K	175.00	180.00	210.00	216.00
Na	175.00	180.00	210.00	216.00
Cl	175.00	180.00	210.00	216.00
Na/K/Cl	485.00	505.00	582.00	606.00
Phosporus	185.00	195.00	222.00	234.00
Serum Albumin	225.00	235.00	270.00	282.00
Serum Insulin	1,150.00	1,200.00	1380.00	1440.00
<b>Enzymes</b>				
Cortisol	855.00	890.00	1026.00	1068.00
Estradiol/Estrogen	1,495.00	1,560.00	1794.00	1872.00
FSH	805.00	840.00	966.00	1008.00

CITY ORDINANCE NO. 2015-08 .....P5  
ANNEX 2





FT3,FT4 (RIA)	510.00	530.00	612.00	636.00
F4(ECLIA)	760.00	795.00	912.00	954.00
LH	805.00	840.00	966.00	1008.00
Progesterone	1,610.00	1,680.00	1932.00	2016.00
Prolactin	805.00	840.00	966.00	1008.00
T3(ECLIA)	335.00	350.00	402.00	420.00
T3,T4 (RIA ) each	635.00	660.00	762.00	792.00
T4 (ECLIA)	335.00	350.00	402.00	420.00
Testosterone	1,380.00	1,440.00	1656.00	1728.00
Thyroglobulin (ECLIA)	1,840.00	1,920.00	2208.00	2304.00
Thyroglobulin (IRMA)	2,245.00	2,340.00	2694.00	2808.00
TSH(ECLIA)	575.00	600.00	690.00	720.00
TSH(IRMA)	920.00	960.00	1104.00	1152.00
<b>Enzymes</b>				
Amylase	290.00	300.00	348.00	360.00
CPK	440.00	460.00	528.00	552.00
CPKMB	665.00	690.00	798.00	828.00
CPKMM	665.00	690.00	798.00	828.00
GGTP	950.00	990.00	1140.00	1188.00
Lipase	335.00	350.00	402.00	420.00
LDH	185.00	195.00	222.00	234.00
Prostatic Acid	315.00	325.00	378.00	390.00
TROP I	1,265.00	1,320.00	1518.00	1584.00
TROP T	1,150.00	1,200.00	1380.00	1440.00
<b>Drug Abuse (Qualitative)</b>				
Barbituates	370.00	385.00	444.00	462.00
Benzodiazepine	370.00	385.00	444.00	462.00
Cannabinoids/ Methamphetamine	345.00	360.00	414.00	432.00
Cocaine	370.00	385.00	444.00	462.00
Cotine	345.00	360.00	414.00	432.00
Ecstasy	370.00	385.00	444.00	462.00
Opiates	370.00	385.00	444.00	462.00
Phenycyclinide	370.00	385.00	444.00	462.00
<b>Drug Monitoring</b>				
Confirmatory Test (marijuana)	1,380.00	1,440.00	1656.00	1728.00
Confirmatory (Shabu)	1,380.00	1,440.00	1656.00	1728.00
Digoxin	830.00	870.00	996.00	1044.00
<b>Hematology</b>				
APAS Work up	5,750.00	6,000.00	6900.00	7200.00
Bleeding Time	75.00	80.00	90.00	96.00
Clotting Time	60.00	60.00	72.00	72.00
Cross Matching	165.00	170.00	198.00	204.00
Dengue Antigen	1,495.00	1,560.00	1794.00	1872.00
Dengue Antibody IgM	1,150.00	1,200.00	1380.00	1440.00
Dengue Antibody IgG	1,150.00	1,200.00	1380.00	1440.00
DRVVT(Dilute Russel Viper Venom Time)	1,955.00	2,040.00	2346.00	2448.00
Electrophoresis (Hemoglonin)	3,795.00	3,960.00	4554.00	4752.00
Electrophoresis ( Protein)	4,255.00	4,440.00	5106.00	5328.00
ESR	115.00	120.00	138.00	144.00
Fibrinogen Degradation Product	1,100.00	1,140.00	1320.00	1368.00
Lupus Anti Coagulation	3,450.00	3,600.00	4140.00	4320.00
Malarial Smear	150.00	160.00	180.00	192.00
Peripheral Smear	150.00	160.00	180.00	192.00
Protein	95.00	100.00	114.00	120.00
Prothrombin Time	290.00	300.00	348.00	360.00
PTT (APTT)	405.00	420.00	486.00	504.00
SCT (Silica Clotting Time)	2,015.00	2,100.00	2418.00	2520.00
WBC Count	115.00	120.00	138.00	144.00
<b>Hepatitis Profile</b>				
Hepatitis Profile (A,B&C)	4,060.00	4,240.00	4872.00	5088.00



CITY ORDINANCE NO. 2015-08 .....P6

ANNEX 3

ANTI-HBs	280.00	290.00	336.00
Hepatitis B Profile- full panel	2,300.00	2,400.00	2760.00
Hepatitis C Profile	1,360.00	1,420.00	1632.00
HAV IgM	505.00	525.00	606.00
HAV IgG	545.00	565.00	654.00
Anti-HCV	750.00	780.00	900.00
Anti-CMV IgM	1,170.00	1,220.00	1404.00
Anti-CMV IgG	920.00	960.00	1104.00
<b>Hepatitis Markers</b>			
HBsAg w/ Titer	255.00	270.00	306.00
Anti HBE	445.00	465.00	534.00
Anti HBcIgM	460.00	480.00	552.00
Anti HBc Total	455.00	475.00	546.00
Anti HAV Igm	505.00	525.00	606.00
Anti HAV IgM	545.00	565.00	654.00
Anti- HCV	750.00	780.00	900.00
Hepa Profile 1 (Hepa B Screening)	535.00	560.00	642.00
Hepa Profile ( Hepa B-Full Panel)	2,300.00	2,400.00	2760.00
Hepa Profile (Hepa A&B Profile)	2,820.00	2,940.00	3384.00
Hepa Profile (Hepa A,B&C Profile)	4,060.00	4,240.00	4872.00
HBV -DNA	5,750.00	6,000.00	6900.00
<b>Histopathology/Cytology</b>			
Cell Block	750.00	780.00	900.00
ER/PR Assay	5,175.00	5,400.00	6210.00
ER/PR/HERZNEU	7,130.00	7,440.00	8556.00
HERZNEU	3,335.00	3,480.00	4002.00
FNAB Smear (max 4 Slides)	450.00	470.00	540.00
FNAB Smear (max 5-8 Slides)	900.00	940.00	1080.00
FNAB Smear (max 9-12 Slides)	1,350.00	1,405.00	1620.00
Gastric Biopsy for H pylori	1,150.00	1,200.00	1380.00
<b>Histopathology/Cytology</b>			
a. Small	750.00	780.00	900.00
b. Medium	1,100.00	1,140.00	1320.00
c.Large	1,440.00	1,500.00	1728.00
d.Extra -Large	2,645.00	2,760.00	3174.00
PAP Smear (reading)	260.00	270.00	312.00
PAP Smear (collection)	260.00	270.00	312.00
<b>SURE PATH</b>			
Reading & Collection w/ Processing	1,380.00	1,440.00	1656.00
Reading w/ Processing	575.00	600.00	690.00
<b>Immunology</b>			
Ferritin	1,265.00	1,320.00	1518.00
Ferritin w/ Titer	1,955.00	2,040.00	2346.00
Homocysteine Assay	2,760.00	2,760.00	3312.00
Parathyroid Hormone	1,955.00	1,955.00	2346.00
Rubella IgG	920.00	920.00	1104.00
Rubella IgM	2,300.00	2,300.00	2760.00
Total IgE	980.00	980.00	1176.00
Troponin I	1,265.00	1,320.00	1518.00
Troponin T Quality	1,265.00	1,320.00	1518.00
Troponin T Quantity	2,760.00	2,880.00	3312.00
Vit D 25 Hydroxy (ECLIA)	2,760.00	2,880.00	3312.00



CITY ORDINANCE NO. 2015-08 .....P7  
ANNEX 4

	855.00	890.00	1026.00	1068.00
	1,265.00	1,320.00	1518.00	1584.00
	230.00	240.00	276.00	288.00
	335.00	350.00	402.00	420.00
	920.00	960.00	1104.00	1152.00
	590.00	615.00	708.00	738.00
	1,495.00	1,560.00	1794.00	1872.00
	3,220.00	3,360.00	3864.00	4032.00
(Quanti)	2,300.00	2,400.00	2760.00	2880.00
anti)	2,300.00	2,400.00	2760.00	2880.00
tative	1,035.00	1,080.00	1242.00	1296.00
ative	550.00	570.00	660.00	684.00
re	550.00	570.00	660.00	684.00
re	1,035.00	1,080.00	1242.00	1296.00
	920.00	960.00	1104.00	1152.00
s	290.00	300.00	348.00	360.00
	290.00	300.00	348.00	360.00
	590.00	615.00	708.00	738.00
	920.00	960.00	1104.00	1152.00
rameters screening	2,875.00	3,000.00	3450.00	3600.00
ing	920.00	960.00	1104.00	1152.00
	505.00	525.00	606.00	630.00
	1,725.00	1,800.00	2070.00	2160.00
	1,150.00	1,200.00	1380.00	1440.00
hers			0.00	0.00
	835.00	870.00	1002.00	1044.00
	1,265.00	1,320.00	1518.00	1584.00
	495.00	520.00	594.00	624.00
	495.00	520.00	594.00	624.00
	920.00	960.00	1104.00	1152.00
	2,300.00	2,400.00	2760.00	2880.00
	1,840.00	1,920.00	2208.00	2304.00
	2,420.00	2,520.00	2904.00	3024.00
	2,300.00	2,400.00	2760.00	2880.00
	2,185.00	2,280.00	2622.00	2736.00
	2,645.00	2,760.00	3174.00	3312.00
	3,450.00	3,600.00	4140.00	4320.00
n/Titer	4,600.00	4,800.00	5520.00	5760.00
	840.00	880.00	1008.00	1056.00
	1,265.00	1,320.00	1518.00	1584.00
	290.00	300.00	348.00	360.00
	635.00	660.00	762.00	792.00
it	260.00	270.00	312.00	324.00
SA	2,130.00	2,220.00	2556.00	2664.00
est	330.00	345.00	396.00	414.00
FP, etc)	930.00	970.00	1116.00	1164.00
loner	1,455.00	1,520.00	1746.00	1824.00
st donor	1,455.00	1,520.00	1746.00	1824.00
	1,265.00	1,320.00	1518.00	1584.00
	1,725.00	1,800.00	2070.00	2160.00
	930.00	970.00	1116.00	1164.00
	930.00	970.00	1116.00	1164.00
	130.00	135.00	156.00	162.00
	345.00	360.00	414.00	432.00
	1,210.00	1,260.00	1452.00	1512.00
	400.00	415.00	480.00	498.00
donor	1,985.00	2,070.00	2382.00	2484.00
so	1,985.00	2,070.00	2382.00	2484.00
	635.00	660.00	762.00	792.00
	345.00	360.00	414.00	432.00



CITY ORDINANCE NO. 2015-08 .....P8

**ANNEX 5**

<b>Imaging Test</b>			0.00	0.00
Mammography	1,495.00	1,560.00	1794.00	1872.00
Pulmonary Function Test	980.00	1,020.00	1176.00	1224.00
Treadmill	1,610.00	1,680.00	1932.00	2016.00
ECG	345.00	360.00	414.00	432.00
<b>Automated</b>				
Blood C/S (Oxoid)	1,610.00	1,680.00	1932.00	2016.00
<b>Culture with all auto ID/MIC</b>				
Blood	1,840.00	1,920.00	2208.00	2304.00
Urine	1,840.00	1,920.00	2208.00	2304.00
CSF	1,840.00	1,920.00	2208.00	2304.00
Body Fluids	1,840.00	1,920.00	2208.00	2304.00
Sputum	1,610.00	1,680.00	1932.00	2016.00
Abscess	1,610.00	1,680.00	1932.00	2016.00
Urine	1,610.00	1,680.00	1932.00	2016.00
<b>Others</b>				
Discharges	1,610.00	1,680.00	1932.00	2016.00
Swab	1,610.00	1,680.00	1932.00	2016.00
Fungal Culture	1,610.00	1,680.00	1932.00	2016.00
Fungal Sensitivity	920.00	960.00	1104.00	1152.00



CITY ORDINANCE NO. 2015-08 .....P9  
ANNEX 6

Dental Procedures	OPD(Navotas City Hospital)Resident	OPD(Navotas City Hospital)Non Resident
<b>Preventive</b>		
Supervised tooth brushing drill (0-5yrs old)	120.00	200.00
Topical Flouride therapy (gel)	300.00	350.00
Fluoride Varnish application to newly erupted tooth/teeth(permanent)	600.00	800.00
Pits and Fissure Sealant Applications per tooth	180.00	250.00
<b>Periodontal Treatment/Gum Treatment</b>		
Oral Prophylaxis (per session)	360.00	500.00
Gum treatment		
1. Deep scaling and dressing per quadrant depending on the severity	600.00	700.00
2. 2nd Treatment (Follow-up after 6 months )per quadrant depending on the severity	300.00	400.00
<b>Restorative</b>		
Permanent Composite/Light Cure fillings (per surface)	300.00	400.00
Glass Ionomer Restorations per tooth	240.00	400.00
Atraumatic Restorative Treatment to Pediatric Patients (ART) per tooth	240.00	400.00
Temporary Fillings per tooth	120.00	200.00
<b>Surgical Procedure</b>		
Simple Tooth Extractions (per tooth)	180.00	250.00
<b>Complicated Oral Surgery</b>		
1. Epulis fissuratum removal	2,400.00	3,500.00
2. Alveoplasty/Alveolectomy	2,400.00	3,500.00
3. Odontectomy (3rd molar)	3,600.00	5,000.00
4. Endo (RCT) per canal	3,600.00	4,500.00
<b>Dental Xray</b>		
1. Apical	240.00	350.00
2. Panoramic	480.00	800.00
<b>Dental Consultations</b>		
Dental Consultations with certificate	180.00	250.00
Dental Consultations without certificate	120.00	150.00

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ANNEX 7



MEDICINE	Ward/OPD Resident	Private/ER Resident	Ward/OPD Non Resident	Private/ER Non Resident
Calcium gluconate ampule 100 mg/mL	15.9	19.08	19.08	22.896
D50%, 50mL plastic vial	106.5	127.80	127.80	153.36
Potassium Chloride 20mL plastic vial	27	32.40	32.40	38.88
Sodium Bicarbonate 50mL plastic vial	98.93	118.71	118.72	142.452
0.9% Sodium Chloride 20 mL plastic vial	28.5	34.20	34.20	41.04
Triple Distilled water bottle 100mL bottle	79.5	95.40	95.40	114.48
Dextran 500 cc	630	756.00	756.00	907.2
<b>IV Fluids</b>				
0.9 NaCl, 1000mL	132	158.40	158.40	190.08
D5LR, 1000mL	139.5	167.40	167.40	200.88
D5W 500mL	127.5	153.00	153.00	183.6
D5NM, 1000mL	139.5	167.40	167.40	200.88
D5NR, 1000mL	139.5	167.40	167.40	200.88
Plain Lactated Ringers, 1000mL	133.5	160.20	160.20	192.24
D10 Water 500mL	132	158.40	158.40	190.08
D5 IMB, 500mL	127.5	153.00	153.00	183.6
D5 0.3% NaCl, 500mL	132	158.40	158.40	190.08
Mannitol 500 ml	297	356.40	356.40	427.68
D5 0.9% NaCl, 1000mL	139.5	167.40	167.40	200.88
<b>Insulin &amp; other Anti Diabetic</b>				
Metformin 500mg tablet, 100's	135	162.00	162.00	194.4
Gliclazide 30mg tablet, 100's	495	594.00	594.00	712.8
Intermediate Insulin	840	1008.00	1008.00	1209.6
Regular Insulin 100 IU/mL vial	840	1008.00	1008.00	1209.6
<b>Anti Hypertensives</b>				
Hydralazine ampule, 20mg/mL	307.5	369.00	369.00	442.8
Methyldopa 250 mg tablet, 100's	2,011.50	2413.80	2413.80	2896.56
Amlodipine 10 mg tablet, 100's	157.5	189.00	189.00	226.8
Nicardipine 10mg/10mL	990	1188.00	1188.00	1425.6
Clonidine 75 mcg tablet, 100's	405	486.00	486.00	583.2
Nifedipine 5 mg soft gel, 100's	195	234.00	234.00	280.8
Losartan + HCTZ tablet	10.8	12.96	12.96	15.552
<b>Anti Hyperlipidemic Agent</b>				
Statins 40 mg, 100's	2,250.00	2700.00	2700.00	3240
Fibrates 200 mg tab	45	54.00	54.00	64.8
<b>Anti Thrombotic</b>				
Aspirin 80mg tablet	2.09	2.50	2.51	3
Clopidogrel 75 mg	7.02	8.42	8.42	10.104
<b>Drugs acting on the Uterus</b>				
Oxytocin 10 IU x 1 mL ampules 100's	1,552.50	1863.00	1863.00	2235.6
Methergin ampule, 100's	8,700.00	10440.00	10440.00	12528
Methergin tablet, 100's	450	540.00	540.00	648
Isoxsuprine 10 mg tablet	1,417.50	1701.00	1701.00	2041.2
Isoxsuprine 5mg/mL, 2mL ampule	157.5	189.00	189.00	226.8
<b>Antipyretic</b>				
Paracetamol 100mg/mL drops	17.76	21.31	21.31	25.572
Paracetamol 250mg/5mL	24	28.80	28.80	34.56
Paracetamol 500 mg tablet, 100's	31.5	37.80	37.80	45.36
Paracetamol ampule 150mg/mL, 2mL	36	43.20	43.20	51.84
<b>Gastrointestinal Drugs</b>				
Ranitidine 50mg/2mL ampule	4.43	5.31	5.32	6.372
Ranitidine 150 mg tablet	163.5	196.20	196.20	235.44
AlMg suspension 120mL	58.5	70.20	70.20	84.24
Hyoscine 20mg/mL ampule	18.14	21.76	21.77	26.112
Hyoscine 10mg tablet, 100's	2.67	3.20	3.20	3.84
Metoclopramide ampule 10mg/2mL	330	396.00	396.00	475.2
Omeprazole IV 40 mg x 10 mL	89.93	107.91	107.92	129.492
Omeprazole 40 mg tablet	15.57	18.68	18.68	22.416
<b>Anti Bacterial injectables</b>				
Ampicillin 1g	13.5	16.20	16.20	19.44
Amikacin amp	79.5	95.40	95.40	114.48
Cefazolin 1g	30.54	36.65	36.65	43.98
Ceftriaxone 1gm	133.5	160.20	160.20	192.24
Cefuroxime 750/vl	31.5	37.80	37.80	45.36
Ciprofloxacin 200 mg IV	41.28	49.54	49.54	59.448



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## ANNEX 8

Levofloxacin 750 mg	70.5	84.60	84.60	101.52
Gentamicin	7.85	9.41	9.42	11.292
Ampi-sulbactam 1.5 gram	427.5	513.00	513.00	615.6
Piperacillin-tazobactam 2.25 gram	142.2	170.64	170.64	204.768
Amoxicillin-clavulanic acid 1.2 gram	990.98	1189.17	1189.18	1427.004
Co-amoxiclav 625 mg	13.79	16.54	16.55	19.848
Co-amoxiclav susp	210	252.00	252.00	302.4
Cefuroxime 500 mg	22.32	26.78	26.78	32.136
Ofloxacin 400 mg, 100's	8.51	10.21	10.21	12.252
Ciprofloxacin 500 mg	2.1	2.52	2.52	3.024
Levofloxacin 500 mg	23.4	28.08	28.08	33.696
Cefixime 400 mg	252	302.40	302.40	362.88
Azithromycin dehydrate 500 mg	160.77	192.92	192.92	231.504
Clarithromycin 500 mg	59.63	71.55	71.56	85.86
Ampicillin-sulbactam / Sultamicillin 750 mg	130.5	156.60	156.60	187.92
Erythromycin 500 mg	6.09	7.31	7.31	8.772
Erythromycin 200 mg/5mL susp	67.5	81.00	81.00	97.2
Erythromycin 40mg/mL	90	108.00	108.00	129.6
Metronidazole 500mg, 100's	127.5	153.00	153.00	183.6
Metronidazole 125mg/5mL susp	25.13	30.15	30.16	36.18
Clindamycin 300 mg cap	415.5	498.60	498.60	598.32
Amoxicillin 500 mg cap	183	219.60	219.60	263.52
Amoxicillin 250 mg/5mL, 60 L	27.75	33.30	33.30	39.96
Amoxicillin drops	28.43	34.11	34.12	40.932
Doxycycline 100 mg	172.5	207.00	207.00	248.4
<b>Other Anti Bacterials</b>				
Tobramycin Dexamethasone Eye ointment	477	572.40	572.40	686.88
Tobramycin Eye Soln	336	403.20	403.20	483.84
Tobramycin Dexamethasone Eye Solution	240	288.00	288.00	345.6
Mupirocin topical ointment	284.99	341.98	341.99	410.376
Silver Sulfadiazine	152.25	182.70	182.70	219.24
Polymycin-Neomycin Fluocinolone otic drops	360	432.00	432.00	518.4
Ofloxacin otic drops	214.5	257.40	257.40	308.88
Erythromycin Ophthalmic ointment 0.5%	167.03	200.43	200.44	240.516
<b>Vitamins and Minerals</b>				
Ferrous sulfate tablet, 100's	127.5	153.00	153.00	183.6
Ascorbic acid + Vit B complex amp (Benutrex)	300	360.00	360.00	432
Ascorbic acid 500 mg, 100's	103.5	124.20	124.20	149.04
Ascorbic acid drops	22.47	26.96	26.96	32.352
Ascorbic acid syrup	36	43.20	43.20	51.84
Folic acid 5mg, 100's	450	540.00	540.00	648
Multi vitamin tablet, 100's	427.5	513.00	513.00	615.6
Magnesium sulfate 250mg/mL x 20 mL	15	18.00	18.00	21.6
<b>Analgesic,Anti Inflammatory</b>				
Celecoxib 200 mg	16.2	19.44	19.44	23.328
Mefenamic acid 500 mg, 100 blister pack	79.5	95.40	95.40	114.48
Tramadol 50 mg/amp	10.5	12.60	12.60	15.12
Ketorolac 30mg/mL	28.2	33.84	33.84	40.608
Ibuprofen 200mg/ 5mL	3.24	3.89	3.89	4.668
Diclofenac Sodium IV	33	39.60	39.60	47.52
Diclofenac potassium 50mg tab, 100's	85.5	102.60	102.60	123.12
<b>Analgesic Narcotic</b>				
Morphine ampule 10 mg	87	104.40	104.40	125.28
Nalbuphine ampule 10mg/mL	45	54.00	54.00	64.8
Demerol 50 mg/30 mL	5,550.00	6660.00	6660.00	7992
<b>Anesthetics</b>				
Bupivacaine heavy	190.5	228.60	228.60	274.32
Lidocaine poly amp	12	14.40	14.40	17.28
Lidocaine, plastic vial	31.4	37.67	37.68	45.204
Diazepam 10mg/2mL	88.32	105.98	105.98	127.176
Isoflurane citrate	1,027.50	1233.00	1233.00	1479.6
Ephedrine ampule	84.75	101.70	101.70	122.04
Atropine SO4, amp 1mg 1ml	5.25	6.30	6.30	7.56
Fentanyl amp	126	151.20	151.20	181.44
Midazolam 5mg 1ml	145.86	175.03	175.03	210.036



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ANNEX 9

Ketamine vial	1,125.00	1350.00	1350.00	1620
Sebofluraine	5,625.00	6750.00	6750.00	8100
<b>Drugs to Reduce Cerebral Edema</b>				
Furosemide 20 mg/2mL ampule	1.34	1.60	1.61	1.92
Furosemide tablet 40mg tablet, 100's	129	154.80	154.80	185.76
Dexamethasone 4mg/2mL ampule	52.49	62.98	62.99	75.576
<b>Anti Coagulant</b>				
Enoxaparine 4000 units 100mg 1ml 0.6 prefilled syringe	508.5	610.20	610.20	732.24
Enoxaparine 6000 units 100mg 1ml 0.6 prefilled syringe	630	756.00	756.00	907.2
Heparin 1000 IU/mL x 5 mL	79.68	95.62	95.62	114.744
<b>Laxative</b>				
Bisacodyl suppository, 10 mg	22.94	27.52	27.53	33.024
Bisacodyl 5 mg tablet, 100's	223.5	268.20	268.20	321.84
Lactulose syrup 120 ml	97.01	116.41	116.41	139.692
<b>Anti Asthmatic</b>				
Hydrocortisone vial 125mg 1ml 4ml	159.99	191.99	191.99	230.388
Salbutamol nebule x 30's foil pack	315	378.00	378.00	453.6
Ipratropium + salbutamol nebule	15.51	18.61	18.61	22.332
Prednisone tablet 5 mg, 100's	210	252.00	252.00	302.4
Prednisone suspension (Pred 10)	135	162.00	162.00	194.4
Methylprednisolone 40mg/mL	324.78	389.74	389.74	467.688
Terbutaline amp	19.5	23.40	23.40	28.08
Montelukast 10 mg tablet	19.55	23.45	23.46	28.14
<b>Anti Fibrinolytic</b>				
Tranexamic acid 500 mg amp	26.85	32.22	32.22	38.664
Tranexamic acid 500 mg cap, 100's	1,050.00	1260.00	1260.00	1512
<b>Antihistamine</b>				
Cetirizine 10mg/mL drops	105	126.00	126.00	151.2
Cetirizine syrup, 30mL	114	136.80	136.80	164.16
Cetirizine 10mg tablet, 100's	193.5	232.20	232.20	278.64
Diphenhydramine 50 mg/mL amp	94.88	113.85	113.86	136.62
Chlorpheniramine tablet 4 mg, 100's	67.5	81.00	81.00	97.2
Hydroxyzine 10 mg tablet	12.69	15.23	15.23	18.276
Loratadine 10 mg tablet, 100's	354	424.80	424.80	509.76
<b>Anti Helminthic</b>				
Mebendazole 100mg/5mL susp	24.38	29.25	29.26	35.1
Mebendazole tablet	2.96	3.55	3.55	4.26
<b>Cardiovascular Drugs</b>				
Digoxin amps	178.58	214.29	214.30	257.148
Digoxin 0.25 mg tab	6.5	7.79	7.80	9.348
Dobutamine pre mixed infusion solution	1,650.00	1980.00	1980.00	2376
Dobutamine HCl 200 mg/5mL	132	158.40	158.40	190.08
Dopamine 800mcg/mL 250 mL D5W premixed	448.5	538.20	538.20	645.84
Epinephrine amp	62.84	75.40	75.41	90.48
Isosorbide dinitrate 5mg SL, 100's	3,150.00	3780.00	3780.00	4536
Isosorbide dinitrate amp 10mg/10mL	1,162.50	1395.00	1395.00	1674
Metoprolol 50 mg tablet, 100's	129	154.80	154.80	185.76
Nitroglycerin patch 5 mg	97.5	117.00	117.00	140.4
<b>Anti Vertigo</b>				
Cinnarizine 25 mg tablet, 100's	162	194.40	194.40	233.28
Betahistine 8 mg tablet, 16 mg	25.73	30.87	30.88	37.044
<b>Anti Thyroid Drugs and Thyroid Hormones</b>				
Levothyroxine 50 mcg tab	6.54	7.85	7.85	9.42
PTU 50 mg tab, 100's	660	792.00	792.00	950.4
<b>Dermatological Agents</b>				
Betamethasone ointment 5g	375	450.00	450.00	540
Clobetasol ointment 5g	107.84	129.40	129.41	155.28
Fusidic acid ointment	82.5	99.00	99.00	118.8
Ketoconazole 200 mg tab	19.5	23.40	23.40	28.08
Petroleum jelly	45	54.00	54.00	64.8
Permethrin lotion 30 mL	168	201.60	201.60	241.92
Sulphur cream 5g	57.75	69.30	69.30	83.16
Silversulfadiazine 1% 500grm jar	1,350.00	1620.00	1620.00	1944
<b>Immunologicals</b>				
ATS 1500 IU	41.12	49.34	49.34	59.208
Tetanus toxoid 0.5mL amp	42.75	51.30	51.30	61.56





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ANNEX 10

OB- NSD Package Admission (Actual Cost)	
<b>NSD Package</b>	
1- IV Fluid (D5LR)	93.00
1- IV Cath g 18	20.00
1- Venoset	16.00
1- Straight Catheter	10.00
4- Disposable syringe	20.00
1- Lidocaine 5ml	20.00
1- Cord Clamp	15.00
1- Cotton balls	24.00
1- Chromic 2-0 with needle	200.00
4- Gloves	120.00
6- Hyoscine Amp	126.00
2- Oxytocin Amp	80.00
1- Nalbupine Amp	39.00
2- Wrist Tag	20.00
2- Plaster	20.00
1- Betadine	50.00
3- Sterile Water	120.00
2- Under Pad	40.00
Oxygen at 1-5 LPM/HR (6 @ 35/hr)	210.00
1- Plastic Bag	10.00
3- Boufant Cap	12.00
3- Disposable Mask	7.50
22 pcks- Surgical Gauze	80.00
1- Razor	25.00
1- Labs: CBC	130.00
5- Mefenamic acid tablet/capsule	10.00
5- Methergin Tablet	15.00
5- Amoxicillin 500 mg capsle	25.00
Miscellaneous(instrumentation, Sterilization, DR stay etc	2,000
<b>Total</b>	<b>3,557.50</b>

Newborn Care Package Admission (Actual Cost)	
1- Cord Clamp	15.00
3- Disposable Syringe	15.00
1- Wrist Tag	15.00
1- Vitamin K	40.00
1- Erythromycin Ophthalmic	195.00
2- Gloves	60.00
1- Disposable Blade #10	10.00
1- set Birth Certificate	20.00
4- Prep pads/cotton balls with	6.00
<b>SUB-TOTAL</b>	<b>376.00</b>
Miscellaneous (instrumentation,	500.00
Newborn Screening	600.00
<b>SUB-TOTAL</b>	<b>1,100.00</b>
<b>TOTAL</b>	<b>1,476.00</b>

Maternity Care Package for Level 1 hospital (Philhealth Case Rate)	Total Actual Charges
Total Health Care Institution Fees	4,800.00
Total Professional Fee	3,200.00
<b>Total</b>	<b>8,000.00</b>

Newborn Care Package for Level 1 hospital (Philhealth Case Rate)	Total Actual Charges
Total Health Care Institution Fees	1,750.00
<b>Total</b>	<b>1,750.00</b>



LABORATORY RATES	NAVOTAS LYING IN CLINIC		HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	Resident	Non Resident	OPD/WARD	ER/PRIVATE	OPD/WARD	ER/PRIVATE
<b>CLINICAL MICROSCOPY</b>						
Fecalysis	40.00	48.00	60.00	70.00	72.00	84.00
Pregnancy test	60.00	72.00	75.00	100.00	90.00	120.00
Urinalysis	40.00	48.00	60.00	70.00	72.00	84.00
<b>HEMATOLOGY</b>						
CBC (automated)	100.00	120.00	140.00	180.00	168.00	216.00
CBC with platelet count	120.00	144.00	140.00	180.00	168.00	216.00
CBC with blood typing	120.00	144.00	140.00	180.00	168.00	216.00
Hemoglobin	100.00	120.00	140.00	180.00	168.00	216.00
Hematocrit	100.00	120.00	140.00	180.00	168.00	216.00
Platelet count	100.00	120.00	140.00	180.00	168.00	216.00
<b>MICROSCOPY</b>						
Gram stain smear	60.00	72.00	75.00	180.00	90.00	216.00
Acid Fast Bacilli staining(sputum exam)	60.00	72.00	75.00	100.00	90.00	120.00
<b>BLOOD CHEMISTRY</b>						
FBS-Blood Glucose test (strips)	40.00	48.00	50.00	70.00	60.00	84.00
Fasting Blood Sugar	60.00	72.00	75.00	100.00	90.00	120.00
Cholesterol	80.00	96.00	100.00	110.00	120.00	132.00
High Density Lipoprotein (HDL)	250.00	320.00	250.00	250.00	300.00	300.00
Low Density Lipoprotein (LDL)	250.00	750.00	250.00	250.00	300.00	300.00
HDL/LDL package	220.00	264.00	250.00	300.00	300.00	360.00
Triglycerides	120.00	144.00	150.00	180.00	180.00	216.00
Lipid Profile( Chole, TG, HDL,LDL)	400.00	480.00	490.00	550.00	588.00	660.00
BUN	80.00	96.00	100.00	110.00	120.00	132.00
Creatinine	80.00	96.00	100.00	110.00	120.00	132.00
Blood Uric Acid (BUA)	80.00	96.00	100.00	110.00	120.00	132.00
SGPT	80.00	96.00	100.00	120.00	120.00	144.00
SGOT	80.00	96.00	100.00	120.00	120.00	144.00
<b>SEROLOGY and BLOOD BANK</b>						
ABO+Rh typing	80.00	96.00	100.00	130.00	120.00	156.00
HBsAg	160.00	192.00	220.00	280.00	264.00	336.00
VDRL test	100.00	120.00	125.00	150.00	150.00	180.00
<b>OTHERS</b>						
Drug Testing	250.00	300.00	300.00	350.00	360.00	420.00
Newborn Screening	600.00	600.00	600.00	600.00	600.00	600.00



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ANNEX 12

DIAGNOSTIC PROCEDURES	NAVOTAS LYING IN CLINIC(WITH READING FEE)	HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
		OPD/WARD	ER/PRIVATE	OPD/WARD	ER/PRIVATE
CLINICAL					
Pap Smear	150.00	200.00	225.00	240.00	270.00
RADIOLOGY					
Skull X-Ray AP/LAT		300.00	390.00	360.00	468.00
Paranasal Series		680.00	850.00	816.00	1,020.00
Neck AP/LAT		300.00	390.00	360.00	468.00
Shoulder Joint		300.00	390.00	360.00	468.00
Arm AP/LAT		300.00	390.00	360.00	468.00
Forearm AP/LAT		300.00	390.00	360.00	468.00
Hand and Wrist		300.00	390.00	360.00	468.00
Elbow Joint		300.00	390.00	360.00	468.00
Chest Xray PA view (included in Philhealth package)	195.00	250.00	300.00	300.00	360.00
Chest Xray AP/LAT (Pedia 0-10 y.o)		300.00	390.00	360.00	468.00
Chest Xray PA/LAT Adult		390.00	500.00	468.00	600.00
Thoracic Cage		390.00	500.00	468.00	600.00
Thoraco Lumbar		390.00	500.00	468.00	600.00
Lumbo Sacral AP/LAT		390.00	500.00	468.00	600.00
Plain Abdomen		300.00	390.00	360.00	468.00
Pelvic		300.00	390.00	360.00	468.00
Femur AP/LAT		300.00	390.00	360.00	468.00
RADIOLOGY					
Knee Joint AP/LAT		300.00	390.00	360.00	468.00
Leg AP/LAT		300.00	390.00	360.00	468.00
Foot AP/LAT		300.00	390.00	360.00	468.00
Foot AP/Oblique		300.00	390.00	360.00	468.00
Ankle AP/LAT		300.00	390.00	360.00	468.00
Heel Bone		300.00	390.00	360.00	468.00
ULTRASOUND					
Liver	340.00	450.00	550.00	540.00	660.00
Gall bladder	340.00	450.00	550.00	540.00	660.00
Pancreas	340.00	450.00	550.00	540.00	660.00
Spleen	340.00	450.00	550.00	540.00	660.00
Kidney	340.00	450.00	550.00	540.00	660.00
Urinary Bladder	340.00	450.00	550.00	540.00	660.00
Prostate	340.00	450.00	550.00	540.00	660.00
Pelvic Plain	340.00	450.00	550.00	540.00	660.00
BPS	650.00	850.00	980.00	1,020.00	1,176.00
Scrotal	455.00	600.00	690.00	720.00	828.00
HBT+Liver+GB	600.00	800.00	900.00	960.00	1,080.00
Liver GB+Pancreas+Spleen	600.00	800.00	900.00	960.00	1,080.00
KUB	600.00	800.00	900.00	960.00	1,080.00
Pelvic+KUB	750.00	1,000.00	1,125.00	1,200.00	1,350.00
ULTRASOUND					
HBT+KUB	975.00	1,250.00	1,460.00	1,500.00	1,752.00
KUB+Prostate	675.00	900.00	1,010.00	1,080.00	1,212.00
Whole abdomen	1,350.00	1,500.00	1,700.00	1,800.00	2,040.00
Upper abdomen	1,050.00	1,400.00	1,500.00	1,680.00	1,800.00
Lower abdomen	750.00	975.00	1,050.00	1,170.00	1,260.00
TVS	600.00	780.00	845.00	936.00	1,014.00
Thyroid	750.00	975.00	1,125.00	1,170.00	1,350.00
Inguinal/Scrotal	750.00	975.00	1,125.00	1,170.00	1,350.00



Consultation Fee 200.00

Emergency Room Fee 200.00

## EMERGENCY DEPARTMENT

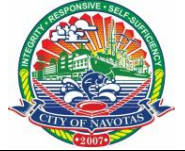
### 3. ACCOMMODATION OF EMERGENCY ROOM (ER) PATIENTS

This is done to ensure a systematic accommodation of patients arriving at the Emergency Room starting from triage area, to admitting or discharging of patients. The Navotas City Hospital Emergency Room observes a system of prioritization based on the urgency of the case instead of a first-come, first-served basis. The order of prioritization for accommodation is emergent cases (1 minute), urgent cases (5 Minutes), and non-urgent cases (15-20 Minutes).

<b>Office or Division:</b>	Navotas City Hospital – Emergency Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Laboratory Request (if any) (1 original)		Navotas City Hospital – Emergency Department		
Charge Slip (1 original)		Navotas City Hospital – Emergency Department		
Valid ID (1 original)		Any government or private office issuing valid IDs		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Provide the necessary personal information and the chief complaint of the patient-NCH Emergency Department	1. Assess the patient's health status (chief complaint, vital signs and physical assessment.	None	7 Minutes	Triage Nurse Navotas City Hospital – Emergency Department
1.1 Present a valid ID for reference in filling-out the ER Chart and ER Admission Logbook.	1.1 Check the valid ID and record the relevant data to the ER Chart and ER Admission Logbook.	None		
	1.2 Forward the ER Chart to the Attending Physician for treatment.	None		



2. Receive the Charge Slip.  * Make sure to secure the Charge Slip that will be issued.	2. Issue the Charge Slip.	None	1 Minute	<i>Treatment Nurse</i> Navotas City Hospital – Emergency Department
3. Submit the Charge Slip and present a valid ID with address at NCH Cashier and Billing Section  * Make sure to secure the valid ID that will be returned.	3. Receive the Charge Slip and valid ID, verify if the patient is qualified for any medical assistance available to waive the fees, and return the valid ID.	None	1 Minute	<i>Cashier</i> Navotas City Hospital – Cashier and Billing Section
4. Pay the required fees at the Navotas City Hospital – Cashier and Billing Section.  * Make sure to secure the Official Receipt and two (2) copies of the Patient Clearance Form.	4. Accept the payment based on the Charge Slip.  4.1 Issue the Official Receipt and two (2) copies of the Patient Clearance Form.	See City Ordinance No. 2015-08 and No. 2020-03  None	5 Minutes	<i>Cashier</i> Navotas City Hospital – Cashier and Billing Section
5. Submit one (1) copy of the Patient Clearance Form to the Treatment Nurse at NCH Emergency Department.  5.1 Listen carefully to the instructions.  * Make sure to secure the Home Instructions Form	5. Receive one (1) copy of the Patient Clearance Form.  5.1 Issue the Home Instructions Form and explain the instructions to the patient.	None  None	10 Minutes	<i>Treatment Nurse</i> Navotas City Hospital – Emergency Department



that will be issued. 5.2 Submit one (1) copy of the Patient Clearance Form to the Guard-on-Duty.	5.2 Submit one (1) copy of the Patient Clearance Form to the Guard-on-Duty.	None		
<b>TOTAL:</b>		<b>See City Ordinance No. 2015-08 and No. 2020-03</b>	<b>24 Minutes</b>	



## Schedule of Fees:

### CITY ORDINANCE NO. 2020-03

### NEW FEES

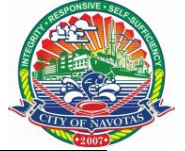
### NAVOTAS CITY HOSPITAL FEES:

EXAMINATION	RESIDENT	NON-RESIDENT
<b>RADIOLOGY SERVICE FEES</b>		
1. Chest PA/LAT (adult)	460.00	530.00
2. Chest AP/LAT (pedia)	345.00	400.00
3. Chest Aico-Lordotic View	460.00	530.00
4. Chest PA view	290.00	335.00
5. Skull AP/LAT	345.00	400.00
6. PNS (paranasal series)	785.00	900.00
7. Neck AP/LAT (Cervical)	345.00	400.00
8. Shoulder Joint AP	345.00	400.00
9. Arm AP/LAT	345.00	400.00
10. Fore arm AP/LAT	345.00	400.00
11. Elbow Joint AP/LAT	345.00	400.00
12. Hand/Wrist AP/LAT	345.00	400.00
13. Thoracic Cage AP/LAT	460.00	530.00
14. Thoraco-lumbar AP/LAT	460.00	530.00
15. Lumbo-sacral AP/LAT	460.00	530.00
16. Plain Abdomen	345.00	400.00
17. Pelvis AP	345.00	400.00
18. Femur AP/LAT	345.00	400.00
19. Knee Joint AP/LAT	345.00	400.00
20. Leg AP/LAT	345.00	400.00
21. Foot AP/LAT	345.00	400.00
22. Foot AP/Oblique	345.00	400.00
23. Ankle AP/LAT	345.00	400.00
24. Heel Bone	345.00	400.00
<b>ULTRASOUND SERVICE FEES</b>		
1. Liver	520.00	600.00
2. Gall bladder	520.00	600.00
3. Pancreas	520.00	600.00
4. Spleen	520.00	600.00
5. Kidney	520.00	600.00
6. Urinary bladder	520.00	600.00
7. Prostate	520.00	600.00
8. Pelvic Plain ( Pregnant/ Non Pregnant	520.00	600.00
9. BPS (Biophysical Scoring)	980.00	1,130.00
10. Scrotal	690.00	800.00
11. HBT+ Liver+ GB	920.00	1,060.00
12. Liver +GB+Pancreas+Spleen	920.00	1,060.00
13. KUB (Kidney+Urinary Bladder)	920.00	1,060.00
14. Pelvic+ KUB	1,150.00	1,325.00
15. HBT +KUB	1,440.00	1,660.00
16. KUB+Prostate	1,035.00	1,190.00



EXAMINATION	RESIDENT	NON-RESIDENT
17. Whole abdomen	1,725.00	1,985.00
18. Upper abdomen	1,610.00	1,850.00
19. Lower abdomen	1,120.00	1,290.00
20. TVS	890.00	1,025.00
21. Thyroid Gland	1,120.00	1,290.00
22. Inguinal/Scrotal	1,120.00	1,290.00
23. Chest Ultrasound	1,200.00	1,440.00
25. Breast Ultrasound	1,120.00	1,290.00
<b>EXISTING ECG SERVICE FEE</b>		
ECG	400.00	460.00
<b>2DECHO SERVICE FEE</b>		
<b>2DECHO</b> (Ward patient, Social Service Classification of C and D, patients under MOA) ** Procedure fee only	3,000.00	3,450.00
<b>2DECHO</b> (Private, Walk-in Patients) ** Procedure and Readers Fee included	3,450.00	3,970.00
<b>COMPARATIVE COMMUNITY BASED PHYSICAL THERAPY AND REHABILITATION SERVICE FEES OF PRIVATE AND PT CLINIC SUBSIDIZED BY ROTARY CLUBS</b>		
Musculoskeletal cases		
Neurological cases		
<b>CLINICAL MICROSCOPY</b>		
Urinalysis	70.00	80.00
Fecalalysis	70.00	80.00
Gram's stain	90.00	105.00
Pregnancy Test	90.00	105.00
<b>HEMATOLOGY</b>		
CBC with platelet count	160.00	185.00
CBC with Blood Typing	160.00	185.00
CBC	160.00	185.00
Platelet Count	160.00	185.00
Hemoglobin	160.00	185.00
Hematocrit	160.00	185.00
<b>BLOOD CHEMISTRY</b>		
Blood Urea Nitrogen (BUN)	115.00	135.00
Blood Uric Acid (BUA)	115.00	135.00
Creatinine	115.00	135.00
Lipid Profile (Chole, TG, HDL, LDL)	565.00	650.00
HDL/LDL	290.00	335.00
HDL	290.00	335.00
LDL	290.00	335.00
Total Cholesterol	115.00	135.00





EXAMINATION	RESIDENT	NON-RESIDENT
Triglycerides	170.00	195.00
SGOT	115.00	135.00
SGPT	115.00	135.00
FBS (Glucose)	90.00	105.00
OGTT 50 g	980.00	1,130.00
OGTT 75 g	980.00	1,130.00
<b>SEROLOGY &amp; BLOOD BANK</b>		
HBsAg	250.00	290.00
VDRL test	145.00	165.00
ABO with RH Typing	115.00	135.00
Drug Testing	290.00	335.00

<b>PRE EMPLOYMENT PACKAGE</b>		
Complete Physical Examination	115.00	135.00
Chest Xray P/A View	290.00	335.00
CBC	160.00	185.00
Routine Fecalalysis	70.00	80.00
Routine Urinalysis	70.00	80.00
ABO-Rh Typing	115.00	135.00
Drug Testing	290.00	335.00
<b>TOTAL</b>	<b>1,100.00</b>	<b>1,285.00</b>



CITY ORDINANCE NO. 2015-08 .....P4  
ANNEX 1

Send Out Laboratory Specimen	HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	WARD/OPD	PRIVATE/ER	WARD/OPD	PRIVATE/ER
<b>Clinical Microscopy</b>				
24 Hrs Urine Protein Determination	275.00	285.00	330.00	342.00
Urine Albumin	275.00	285.00	330.00	342.00
Urine Sugar	110.00	115.00	132.00	138.00
Pregnancy Test	115.00	120.00	138.00	144.00
Semen Analysis	105.00	110.00	126.00	132.00
Occult Blood	110.00	115.00	132.00	138.00
Smear for Amoeba	90.00	90.00	108.00	108.00
<b>Bacteriology</b>				
Indian Ink	250.00	260.00	300.00	312.00
Stone Analysis	1,265.00	1,320.00	1518.00	1584.00
Water Analysis (2-Parameters)	780.00	810.00	936.00	972.00
Water Analysis (3-Parameters)	1,035.00	1,080.00	1242.00	1296.00
<b>Blood Chemistry Examination</b>				
Albumin	140.00	145.00	168.00	174.00
Alkaline Phosphate	150.00	160.00	180.00	192.00
Ammonia	1,100.00	1,140.00	1320.00	1368.00
Calcium	150.00	160.00	180.00	192.00
Carbon Dioxide	345.00	360.00	414.00	432.00
Crea Clearance	325.00	340.00	390.00	408.00
Ferritin	1,265.00	1,320.00	1518.00	1584.00
Fluid Analysis(CSF, Pleural, Ascitis,Pericardial, Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
Fluid LDH (CSF,Pleural, Ascitis,Pericardial,Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
High Sensitive CRP	805.00	840.00	966.00	1008.00
HBA1-C	555.00	580.00	666.00	696.00
Inorganic Phosphorus	260.00	270.00	312.00	324.00
Ionized Calcium	635.00	660.00	762.00	792.00
Iron	460.00	480.00	552.00	576.00
Glucose	255.00	265.00	306.00	318.00
75 gms OGTT	835.00	870.00	1002.00	1044.00
50 gms OGCT	835.00	870.00	1002.00	1044.00
Magnesium	330.00	350.00	396.00	420.00
Lead	1,380.00	1,440.00	1656.00	1728.00
Lipid Profile	490.00	510.00	588.00	612.00
Lipoprotein	670.00	700.00	804.00	840.00
TPAG	260.00	265.00	312.00	318.00
Bilirubin (Total , B1 and B2)	180.00	180.00	216.00	216.00
B1B2	255.00	265.00	306.00	318.00
TIBC+ Iron	980.00	1,020.00	1176.00	1224.00
Total Acid Phosphate	230.00	240.00	276.00	288.00
Total Calcium	150.00	160.00	180.00	192.00
Total Protein	140.00	145.00	168.00	174.00
Total Protein A/G Ratio	225.00	235.00	270.00	282.00
Total Acid Phosphatase	230.00	240.00	276.00	288.00
K	175.00	180.00	210.00	216.00
Na	175.00	180.00	210.00	216.00
Cl	175.00	180.00	210.00	216.00
Na/K/Cl	485.00	505.00	582.00	606.00
Phosporus	185.00	195.00	222.00	234.00
Serum Albumin	225.00	235.00	270.00	282.00
Serum Insulin	1,150.00	1,200.00	1380.00	1440.00
<b>Enzymes</b>				
Cortisol	855.00	890.00	1026.00	1068.00
Estradiol/Estrogen	1,495.00	1,560.00	1794.00	1872.00
FSH	805.00	840.00	966.00	1008.00



CITY ORDINANCE NO. 2015-08 .....P5

**ANNEX 2**

FT3,FT4 (RIA)	510.00	530.00	612.00	636.00
F4(ECLIA)	760.00	795.00	912.00	954.00
LH	805.00	840.00	966.00	1008.00
Progesterone	1,610.00	1,680.00	1932.00	2016.00
Prolactin	805.00	840.00	966.00	1008.00
T3(ECLIA)	335.00	350.00	402.00	420.00
T3,T4 (RIA ) each	635.00	660.00	762.00	792.00
T4 (ECLIA)	335.00	350.00	402.00	420.00
Testosterone	1,380.00	1,440.00	1656.00	1728.00
Thyroglobulin (ECLIA)	1,840.00	1,920.00	2208.00	2304.00
Thyroglobulin (IRMA)	2,245.00	2,340.00	2694.00	2808.00
TSH(ECLIA)	575.00	600.00	690.00	720.00
TSH(IRMA)	920.00	960.00	1104.00	1152.00
<b>Enzymes</b>				
Amylase	290.00	300.00	348.00	360.00
CPK	440.00	460.00	528.00	552.00
CPKMB	665.00	690.00	798.00	828.00
CPKMM	665.00	690.00	798.00	828.00
GGTP	950.00	990.00	1140.00	1188.00
Lipase	335.00	350.00	402.00	420.00
LDH	185.00	195.00	222.00	234.00
Prostatic Acid	315.00	325.00	378.00	390.00
TROP I	1,265.00	1,320.00	1518.00	1584.00
TROP T	1,150.00	1,200.00	1380.00	1440.00
<b>Drug Abuse (Qualitative)</b>				
Barbituates	370.00	385.00	444.00	462.00
Benzodiazepine	370.00	385.00	444.00	462.00
Cannabinoids/ Methamphetamine	345.00	360.00	414.00	432.00
Cocaine	370.00	385.00	444.00	462.00
Cotine	345.00	360.00	414.00	432.00
Ecstasy	370.00	385.00	444.00	462.00
Opiates	370.00	385.00	444.00	462.00
Phencyclinide	370.00	385.00	444.00	462.00
<b>Drug Monitoring</b>				
Confirmatory Test (marijuana)	1,380.00	1,440.00	1656.00	1728.00
Confirmatory (Shabu)	1,380.00	1,440.00	1656.00	1728.00
Digoxin	830.00	870.00	996.00	1044.00
<b>Hematology</b>				
APAS Work up	5,750.00	6,000.00	6900.00	7200.00
Bleeding Time	75.00	80.00	90.00	96.00
Clotting Time	60.00	60.00	72.00	72.00
Cross Matching	165.00	170.00	198.00	204.00
Dengue Antigen	1,495.00	1,560.00	1794.00	1872.00
Dengue Antibody IgM	1,150.00	1,200.00	1380.00	1440.00
Dengue Antibody IgG	1,150.00	1,200.00	1380.00	1440.00
DRV(TDilute Russel Viper Venom Time)	1,955.00	2,040.00	2346.00	2448.00
Electrophoresis (Hemoglobin)	3,795.00	3,960.00	4554.00	4752.00
Electrophoresis ( Protein)	4,255.00	4,440.00	5106.00	5328.00
ESR	115.00	120.00	138.00	144.00
Fibrinogen Degradation Product	1,100.00	1,140.00	1320.00	1368.00
Lupus Anti Coagulation	3,450.00	3,600.00	4140.00	4320.00
Malarial Smear	150.00	160.00	180.00	192.00
Peripheral Smear	150.00	160.00	180.00	192.00
Protein	95.00	100.00	114.00	120.00
Prothrombin Time	290.00	300.00	348.00	360.00
PTT (APTT)	405.00	420.00	486.00	504.00
SCT (Silica Clotting Time)	2,015.00	2,100.00	2418.00	2520.00
WBC Count	115.00	120.00	138.00	144.00
<b>Hepatitis Profile</b>				
Hepatitis Profile (A,B&C)	4,060.00	4,240.00	4872.00	5088.00

CITY ORDINANCE NO. 2015-08 .....P6



### ANNEX 3

Hepatitis (A&B)	2,820.00	2,940.00	3384.00	3528.00
HBsAg screening	325.00	340.00	390.00	408.00
HBeAg	445.00	464.00	534.00	556.80
ANTI-HBs	280.00	290.00	336.00	348.00
Hepatitis B Profile- full panel	2,300.00	2,400.00	2760.00	2880.00
Hepatitis C Profile	1,360.00	1,420.00	1632.00	1704.00
HAV IgM	505.00	525.00	606.00	630.00
HAV IgG	545.00	565.00	654.00	678.00
Anti-HCV	750.00	780.00	900.00	936.00
Anti-CMV IgM	1,170.00	1,220.00	1404.00	1464.00
Anti-CMV IgG	920.00	960.00	1104.00	1152.00
<b>Hepatitis Markers</b>				
HBsAg w/ Titer	255.00	270.00	306.00	324.00
Anti HBE	445.00	465.00	534.00	558.00
Anti HBcIgM	460.00	480.00	552.00	576.00
Anti HBc Total	455.00	475.00	546.00	570.00
Anti HAV Igm	505.00	525.00	606.00	630.00
Anti HAV IgM	545.00	565.00	654.00	678.00
Anti- HCV	750.00	780.00	900.00	936.00
Hepa Profile 1 (Hepa B Screening)	535.00	560.00	642.00	672.00
Hepa Profile ( Hepa B-Full Panel)	2,300.00	2,400.00	2760.00	2880.00
Hepa Profile (Hepa A&B Profile)	2,820.00	2,940.00	3384.00	3528.00
Hepa Profile (Hepa A,B&C Profile)	4,060.00	4,240.00	4872.00	5088.00
HBV -DNA	5,750.00	6,000.00	6900.00	7200.00
<b>Histopathology/Cytology</b>				
Cell Block	750.00	780.00	900.00	936.00
ER/PR Assay	5,175.00	5,400.00	6210.00	6480.00
ER/PR/HERZNEU	7,130.00	7,440.00	8556.00	8928.00
HERZNEU	3,335.00	3,480.00	4002.00	4176.00
FNAB Smear (max 4 Slides)	450.00	470.00	540.00	564.00
FNAB Smear (max 5-8 Slides)	900.00	940.00	1080.00	1128.00
FNAB Smear (max 9-12 Slides)	1,350.00	1,405.00	1620.00	1686.00
Gastric Biopsy for H pylori	1,150.00	1,200.00	1380.00	1440.00
<b>Histopathology/Cytology</b>				
a. Small	750.00	780.00	900.00	936.00
b. Medium	1,100.00	1,140.00	1320.00	1368.00
c.Large	1,440.00	1,500.00	1728.00	1800.00
d.Extra -Large	2,645.00	2,760.00	3174.00	3312.00
PAP Smear (reading)	260.00	270.00	312.00	324.00
PAP Smear (collection)	260.00	270.00	312.00	324.00
<b>SURE PATH</b>				
Reading & Collection w/ Processing	1,380.00	1,440.00	1656.00	1728.00
Reading w/ Processing	575.00	600.00	690.00	720.00
<b>Immunology</b>				
Ferritin	1,265.00	1,320.00	1518.00	1584.00
Ferritin w/ Titer	1,955.00	2,040.00	2346.00	2448.00
Homocysteine Assay	2,760.00	2,760.00	3312.00	3312.00
Parathyroid Hormone	1,955.00	1,955.00	2346.00	2346.00
Rubella IgG	920.00	920.00	1104.00	1104.00
Rubella IgM	2,300.00	2,300.00	2760.00	2760.00
Total IgE	980.00	980.00	1176.00	1176.00
Troponin I	1,265.00	1,320.00	1518.00	1584.00
Troponin T Quality	1,265.00	1,320.00	1518.00	1584.00
Troponin T Quantity	2,760.00	2,880.00	3312.00	3456.00
Vit D 25 Hydroxy (ECLIA)	2,760.00	2,880.00	3312.00	3456.00



CITY ORDINANCE NO. 2015-08 .....P7  
ANNEX 4

<b>Serology</b>				
ANA	855.00	890.00	1026.00	1068.00
ANA w/ dilution	1,265.00	1,320.00	1518.00	1584.00
Arterial Bld Gas	230.00	240.00	276.00	288.00
ASO	335.00	350.00	402.00	420.00
CMV Screening	920.00	960.00	1104.00	1152.00
CRP w/ dilution	590.00	615.00	708.00	738.00
Dengue NSI	1,495.00	1,560.00	1794.00	1872.00
D-Dimer	3,220.00	3,360.00	3864.00	4032.00
H. Pylori IGM (Quanti)	2,300.00	2,400.00	2760.00	2880.00
H. Pylori IGG (Quanti)	2,300.00	2,400.00	2760.00	2880.00
HIV (AIDS) Quantitative	1,035.00	1,080.00	1242.00	1296.00
HIV (AIDS) Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	1,035.00	1,080.00	1242.00	1296.00
HSV Screening	920.00	960.00	1104.00	1152.00
Rheumatoid Factors	290.00	300.00	348.00	360.00
RA/RF	290.00	300.00	348.00	360.00
RA/RF w/ dilution	590.00	615.00	708.00	738.00
Rubella Screening	920.00	960.00	1104.00	1152.00
TORCH TEST 4 parameters screening	2,875.00	3,000.00	3450.00	3600.00
Toxoplasma Screening	920.00	960.00	1104.00	1152.00
TP-PA Quali	505.00	525.00	606.00	630.00
TP-PA w/ dilution	1,725.00	1,800.00	2070.00	2160.00
Typhidot	1,150.00	1,200.00	1380.00	1440.00
<b>Tumor Marker/Others</b>			0.00	0.00
AFP	835.00	870.00	1002.00	1044.00
AFP-w/ dilution	1,265.00	1,320.00	1518.00	1584.00
AHBC (Total)	495.00	520.00	594.00	624.00
AHBE	495.00	520.00	594.00	624.00
B-HCG	920.00	960.00	1104.00	1152.00
CA 125 (ovarian)	2,300.00	2,400.00	2760.00	2880.00
CA 15-3 (breast)	1,840.00	1,920.00	2208.00	2304.00
CA 19-9 (Colon)	2,420.00	2,520.00	2904.00	3024.00
CA 125 w/ dilution	2,300.00	2,400.00	2760.00	2880.00
CA15-3 w/ dilution	2,185.00	2,280.00	2622.00	2736.00
CA 19-9 w/dilution	2,645.00	2,760.00	3174.00	3312.00
CA 72-4 (GI CA)	3,450.00	3,600.00	4140.00	4320.00
CA 72-4 (GI CA) w/Titer	4,600.00	4,800.00	5520.00	5760.00
CEA	840.00	880.00	1008.00	1056.00
CEA w/ dilution	1,265.00	1,320.00	1518.00	1584.00
CRP	290.00	300.00	348.00	360.00
C3 complement	635.00	660.00	762.00	792.00
Direct Coomb's Test	260.00	270.00	312.00	324.00
Free PSA + Total PSA	2,130.00	2,220.00	2556.00	2664.00
Indirect Coomb's Test	330.00	345.00	396.00	414.00
Other component (FFP, etc)	930.00	970.00	1116.00	1164.00
Packed RBC with donor	1,455.00	1,520.00	1746.00	1824.00
Packed RBC without donor	1,455.00	1,520.00	1746.00	1824.00
PSA	1,265.00	1,320.00	1518.00	1584.00
PSA w/ dilution	1,725.00	1,800.00	2070.00	2160.00
PC with donor	930.00	970.00	1116.00	1164.00
PC without donor	930.00	970.00	1116.00	1164.00
RPR - Quality	130.00	135.00	156.00	162.00
RPR - Quantity	345.00	360.00	414.00	432.00
Salmonella	1,210.00	1,260.00	1452.00	1512.00
VDRL (syphilis)	400.00	415.00	480.00	498.00
Whole Blood with donor	1,985.00	2,070.00	2382.00	2484.00
Whole Blood w/o do	1,985.00	2,070.00	2382.00	2484.00
<b>Bacteriology</b>				
Blood C/S	635.00	660.00	762.00	792.00
fungal	345.00	360.00	414.00	432.00
C&S exudate	575.00	600.00	690.00	720.00
C&S stool	575.00	600.00	690.00	720.00
C&S urine	575.00	600.00	690.00	720.00
CSF and other sterile body fluids	575.00	600.00	690.00	720.00
Gram Stain	135.00	140.00	162.00	168.00
AFB Stain	130.00	135.00	156.00	162.00
KOH Mount	160.00	165.00	192.00	198.00
Others (specimen not indicated in the list above)	575.00	600.00	690.00	720.00
Discharges (vaginal, penile, urethral, etc)	575.00	600.00	690.00	720.00
Swab (throat, nasal wound, ear, nose, etc)	575.00	600.00	690.00	720.00



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**ANNEX 5**

<b>Imaging Test</b>			0.00	0.00
Mammography	1,495.00	1,560.00	1794.00	1872.00
Pulmonary Function Test	980.00	1,020.00	1176.00	1224.00
Treadmill	1,610.00	1,680.00	1932.00	2016.00
ECG	345.00	360.00	414.00	432.00
<b>Automated</b>				
Blood C/S (Oxoid)	1,610.00	1,680.00	1932.00	2016.00
<b>Culture with all auto ID/MIC</b>				
Blood	1,840.00	1,920.00	2208.00	2304.00
Urine	1,840.00	1,920.00	2208.00	2304.00
CSF	1,840.00	1,920.00	2208.00	2304.00
Body Fluids	1,840.00	1,920.00	2208.00	2304.00
Sputum	1,610.00	1,680.00	1932.00	2016.00
Abscess	1,610.00	1,680.00	1932.00	2016.00
Urine	1,610.00	1,680.00	1932.00	2016.00
<b>Others</b>				
Discharges	1,610.00	1,680.00	1932.00	2016.00
Swab	1,610.00	1,680.00	1932.00	2016.00
Fungal Culture	1,610.00	1,680.00	1932.00	2016.00
Fungal Sensitivity	920.00	960.00	1104.00	1152.00



Dental Procedures	OPD(Navotas City Hospital)Resident	OPD(Navotas City Hospital)Non Resident
<b>Preventive</b>		
Supervised tooth brushing drill (0-5yrs old)	120.00	200.00
Topical Flouride therapy (gel)	300.00	350.00
Fluoride Varnish application to newly erupted tooth/teeth(permanent)	600.00	800.00
Pits and Fissure Sealant Applications per tooth	180.00	250.00
<b>Periodontal Treatment/Gum Treatment</b>		
Oral Prophylaxis (per session)	360.00	500.00
Gum treatment		
1. Deep scaling and dressing per quadrant depending on the severity	600.00	700.00
2. 2nd Treatment (Follow-up after 6 months )per quadrant depending on the severity	300.00	400.00
<b>Restorative</b>		
Permanent Composite/Light Cure fillings (per surface)	300.00	400.00
Glass Ionomer Restorations per tooth	240.00	400.00
Atraumatic Restorative Treatment to Pediatric Patients (ART) per tooth	240.00	400.00
Temporary Fillings per tooth	120.00	200.00
<b>Surgical Procedure</b>		
Simple Tooth Extractions (per tooth)	180.00	250.00
<b>Complicated Oral Surgery</b>		
1. Epulis fissuratum removal	2,400.00	3,500.00
2. Alveoplasty/Alveolectomy	2,400.00	3,500.00
3. Odontectomy (3rd molar)	3,600.00	5,000.00
4. Endo (RCT) per canal	3,600.00	4,500.00
<b>Dental Xray</b>		
1. Apical	240.00	350.00
2. Panoramic	480.00	800.00
<b>Dental Consultations</b>		
Dental Consultations with certificate	180.00	250.00
Dental Consultations without certificate	120.00	150.00



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ANNEX 7

MEDICINE	Ward/OPD Resident	Private/ER Resident	Ward/OPD Non Resident	Private/ER Non Resident
Calcium gluconate ampule 100 mg/mL	15.9	19.08	19.08	22.896
D50%, 50mL plastic vial	106.5	127.80	127.80	153.36
Potassium Chloride 20mL plastic vial	27	32.40	32.40	38.88
Sodium Bicarbonate 50mL plastic vial	98.93	118.71	118.72	142.452
0.9% Sodium Chloride 20 mL plastic vial	28.5	34.20	34.20	41.04
Triple Distilled water bottle 100mL bottle	79.5	95.40	95.40	114.48
Dextran 500 cc	630	756.00	756.00	907.2
<b>IV Fluids</b>				
0.9 NaCl, 1000mL	132	158.40	158.40	190.08
D5LR, 1000mL	139.5	167.40	167.40	200.88
D5W 500mL	127.5	153.00	153.00	183.6
D5NM, 1000mL	139.5	167.40	167.40	200.88
D5NR, 1000mL	139.5	167.40	167.40	200.88
Plain Lactated Ringers, 1000mL	133.5	160.20	160.20	192.24
D10 Water 500mL	132	158.40	158.40	190.08
D5 IMB, 500mL	127.5	153.00	153.00	183.6
D5 0.3% NaCl, 500mL	132	158.40	158.40	190.08
Mannitol 500 ml	297	356.40	356.40	427.68
D5 0.9% NaCl, 1000mL	139.5	167.40	167.40	200.88
<b>Insulin &amp; other Anti Diabetic</b>				
Metformin 500mg tablet, 100's	135	162.00	162.00	194.4
Gliclazide 30mg tablet, 100's	495	594.00	594.00	712.8
Intermediate Insulin	840	1008.00	1008.00	1209.6
Regular Insulin 100 IU/mL vial	840	1008.00	1008.00	1209.6
<b>Anti Hypertensives</b>				
Hydralazine ampule, 20mg/mL	307.5	369.00	369.00	442.8
Methyldopa 250 mg tablet, 100's	2,011.50	2413.80	2413.80	2896.56
Amlodipine 10 mg tablet, 100's	157.5	189.00	189.00	226.8
Nicardipine 10mg/10mL	990	1188.00	1188.00	1425.6
Clonidine 75 mcg tablet, 100's	405	486.00	486.00	583.2
Nifedipine 5 mg soft gel, 100's	195	234.00	234.00	280.8
Losartan + HCTZ tablet	10.8	12.96	12.96	15.552
<b>Anti Hyperlipidemic Agent</b>				
Statins 40 mg, 100's	2,250.00	2700.00	2700.00	3240
Fibrates 200 mg tab	45	54.00	54.00	64.8
<b>Anti Thrombotic</b>				
Aspirin 80mg tablet	2.09	2.50	2.51	3
Clopidogrel 75 mg	7.02	8.42	8.42	10.104
<b>Drugs acting on the Uterus</b>				
Oxytocin 10 IU x 1 mL ampules 100's	1,552.50	1863.00	1863.00	2235.6
Methergin ampule, 100's	8,700.00	10440.00	10440.00	12528
Methergin tablet, 100's	450	540.00	540.00	648
Isoxsuprine 10 mg tablet	1,417.50	1701.00	1701.00	2041.2
Isoxsuprine 5mg/mL, 2mL ampule	157.5	189.00	189.00	226.8
<b>Antipyretic</b>				
Paracetamol 100mg/mL drops	17.76	21.31	21.31	25.572
Paracetamol 250mg/5mL	24	28.80	28.80	34.56
Paracetamol 500 mg tablet, 100's	31.5	37.80	37.80	45.36
Paracetamol ampule 150mg/mL, 2mL	36	43.20	43.20	51.84
<b>Gastrointestinal Drugs</b>				
Ranitidine 50mg/2mL ampule	4.43	5.31	5.32	6.372
Ranitidine 150 mg tablet	163.5	196.20	196.20	235.44
AlMg suspension 120mL	58.5	70.20	70.20	84.24
Hyoscine 20mg/mL ampule	18.14	21.76	21.77	26.112
Hyoscine 10mg tablet, 100's	2.67	3.20	3.20	3.84
Metoclopramide ampule 10mg/2mL	330	396.00	396.00	475.2
Omeprazole IV 40 mg x 10 mL	89.93	107.91	107.92	129.492
Omeprazole 40 mg tablet	15.57	18.68	18.68	22.416
<b>Anti Bacterial injectables</b>				
Ampicillin 1g	13.5	16.20	16.20	19.44
Amikacin amp	79.5	95.40	95.40	114.48
Cefazolin 1g	30.54	36.65	36.65	43.98
Ceftriaxone 1gm	133.5	160.20	160.20	192.24
Cefuroxime 750/vl	31.5	37.80	37.80	45.36
Ciprofloxacin 200 mg IV	41.28	49.54	49.54	59.448





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ANNEX 8

Levofloxacin 750 mg	70.5	84.60	84.60	101.52
Gentamicin	7.85	9.41	9.42	11.292
Ampi-sulbactam 1.5 gram	427.5	513.00	513.00	615.6
Piperacillin-tazobactam 2.25 gram	142.2	170.64	170.64	204.768
Amoxicillin-clavulanic acid 1.2 gram	990.98	1189.17	1189.18	1427.004
Co-amoxiclav 625 mg	13.79	16.54	16.55	19.848
Co-amoxiclav susp	210	252.00	252.00	302.4
Cefuroxime 500 mg	22.32	26.78	26.78	32.136
Ofloxacin 400 mg, 100's	8.51	10.21	10.21	12.252
Ciprofloxacin 500 mg	2.1	2.52	2.52	3.024
Levofloxacin 500 mg	23.4	28.08	28.08	33.696
Cefixime 400 mg	252	302.40	302.40	362.88
Azithromycin dehydrate 500 mg	160.77	192.92	192.92	231.504
Clarithromycin 500 mg	59.63	71.55	71.56	85.86
Ampicillin-sulbactam / Sultamicillin 750 mg	130.5	156.60	156.60	187.92
Erythromycin 500 mg	6.09	7.31	7.31	8.772
Erythromycin 200 mg/5mL susp	67.5	81.00	81.00	97.2
Erythromycin 40mg/mL	90	108.00	108.00	129.6
Metronidazole 500mg, 100's	127.5	153.00	153.00	183.6
Metronidazole 125mg/5mL susp	25.13	30.15	30.16	36.18
Clindamycin 300 mg cap	415.5	498.60	498.60	598.32
Amoxicillin 500 mg cap	183	219.60	219.60	263.52
Amoxicillin 250 mg/5mL, 60 L	27.75	33.30	33.30	39.96
Amoxicillin drops	28.43	34.11	34.12	40.932
Doxycycline 100 mg	172.5	207.00	207.00	248.4
<b>Other Anti Bacterials</b>				
Tobramycin Dexamethasone Eye ointment	477	572.40	572.40	686.88
Tobramycin Eye Soln	336	403.20	403.20	483.84
Tobramycin Dexamethasone Eye Solution	240	288.00	288.00	345.6
Mupirocin topical ointment	284.99	341.98	341.99	410.376
Silver Sulfadiazine	152.25	182.70	182.70	219.24
Polymycin-Neomycin Fluocinolone otic drops	360	432.00	432.00	518.4
Ofloxacin otic drops	214.5	257.40	257.40	308.88
Erythromycin Ophthalmic ointment 0.5%	167.03	200.43	200.44	240.516
<b>Vitamins and Minerals</b>				
Ferrous sulfate tablet, 100's	127.5	153.00	153.00	183.6
Ascorbic acid + Vit B complex amp (Benutrex)	300	360.00	360.00	432
Ascorbic acid 500 mg, 100's	103.5	124.20	124.20	149.04
Ascorbic acid drops	22.47	26.96	26.96	32.352
Ascorbic acid syrup	36	43.20	43.20	51.84
Folic acid 5mg, 100's	450	540.00	540.00	648
Multi vitamin tablet, 100's	427.5	513.00	513.00	615.6
Magnesium sulfate 250mg/mL x 20 mL	15	18.00	18.00	21.6
<b>Analgesic,Anti Inflammatory</b>				
Celecoxib 200 mg	16.2	19.44	19.44	23.328
Mefenamic acid 500 mg, 100 blister pack	79.5	95.40	95.40	114.48
Tramadol 50 mg/amp	10.5	12.60	12.60	15.12
Ketorolac 30mg/mL	28.2	33.84	33.84	40.608
Ibuprofen 200mg/ 5mL	3.24	3.89	3.89	4.668
Diclofenac Sodium IV	33	39.60	39.60	47.52
Diclofenac potassium 50mg tab, 100's	85.5	102.60	102.60	123.12
<b>Analgesic Narcotic</b>				
Morphine ampule 10 mg	87	104.40	104.40	125.28
Nalbuphine ampule 10mg/mL	45	54.00	54.00	64.8
Demerol 50 mg/30 mL	5,550.00	6660.00	6660.00	7992
<b>Anesthetics</b>				
Bupivacaine heavy	190.5	228.60	228.60	274.32
Lidocaine poly amp	12	14.40	14.40	17.28
Lidocaine, plastic vial	31.4	37.67	37.68	45.204
Diazepam 10mg/2mL	88.32	105.98	105.98	127.176
Isoflurane citrate	1,027.50	1233.00	1233.00	1479.6
Ephedrine ampule	84.75	101.70	101.70	122.04
Atropine SO4, amp 1mg 1ml	5.25	6.30	6.30	7.56
Fentanyl amp	126	151.20	151.20	181.44
Midazolam 5mg 1ml	145.86	175.03	175.03	210.036



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ANNEX 9

Ketamine vial	1,125.00	1350.00	1350.00	1620
Sebofluraine	5,625.00	6750.00	6750.00	8100
<b>Drugs to Reduce Cerebral Edema</b>				
Furosemide 20 mg/2mL ampule	1.34	1.60	1.61	1.92
Furosemide tablet 40mg tablet, 100's	129	154.80	154.80	185.76
Dexamethasone 4mg/2mL ampule	52.49	62.98	62.99	75.576
<b>Anti Coagulant</b>				
Enoxaparine 4000 units 100mg 1ml 0.6 prefilled syringe	508.5	610.20	610.20	732.24
Enoxaparine 6000 units 100mg 1ml 0.6 prefilled syringe	630	756.00	756.00	907.2
Heparin 1000 IU/mL x 5 mL	79.68	95.62	95.62	114.744
<b>Laxative</b>				
Bisacodyl suppository, 10 mg	22.94	27.52	27.53	33.024
Bisacodyl 5 mg tablet, 100's	223.5	268.20	268.20	321.84
Lactulose syrup 120 ml	97.01	116.41	116.41	139.692
<b>Anti Asthmatic</b>				
Hydrocortisone vial 125mg 1ml 4ml	159.99	191.99	191.99	230.388
Salbutamol nebule x 30's foil pack	315	378.00	378.00	453.6
Ipratropium + salbutamol nebule	15.51	18.61	18.61	22.332
Prednisone tablet 5 mg, 100's	210	252.00	252.00	302.4
Prednisone suspension (Pred 10)	135	162.00	162.00	194.4
Methylprednisolone 40mg/mL	324.78	389.74	389.74	467.688
Terbutaline amp	19.5	23.40	23.40	28.08
Montelukast 10 mg tablet	19.55	23.45	23.46	28.14
<b>Anti Fibrinolytic</b>				
Tranexamic acid 500 mg amp	26.85	32.22	32.22	38.664
Tranexamic acid 500 mg cap, 100's	1,050.00	1260.00	1260.00	1512
<b>Antihistamine</b>				
Cetirizine 10mg/mL drops	105	126.00	126.00	151.2
Cetirizine syrup, 30mL	114	136.80	136.80	164.16
Cetirizine 10mg tablet, 100's	193.5	232.20	232.20	278.64
Diphenhydramine 50 mg/mL amp	94.88	113.85	113.86	136.62
Chlorpheniramine tablet 4 mg, 100's	67.5	81.00	81.00	97.2
Hydroxyzine 10 mg tablet	12.69	15.23	15.23	18.276
Loratadine 10 mg tablet, 100's	354	424.80	424.80	509.76
<b>Anti Helminthic</b>				
Mebendazole 100mg/5mL susp	24.38	29.25	29.26	35.1
Mebendazole tablet	2.96	3.55	3.55	4.26
<b>Cardiovascular Drugs</b>				
Digoxin amps	178.58	214.29	214.30	257.148
Digoxin 0.25 mg tab	6.5	7.79	7.80	9.348
Dobutamine pre mixed infusion solution	1,650.00	1980.00	1980.00	2376
Dobutamine Hcl 200 mg/5mL	132	158.40	158.40	190.08
Dopamine 800mcg/ml 250 ml D5W premixed	448.5	538.20	538.20	645.84
Epinephrine amp	62.84	75.40	75.41	90.48
Isosorbide dinitrate 5mg SL, 100's	3,150.00	3780.00	3780.00	4536
Isosorbide dinitrate amp 10mg/10mL	1,162.50	1395.00	1395.00	1674
Metoprolol 50 mg tablet, 100's	129	154.80	154.80	185.76
Nitroglycerin patch 5 mg	97.5	117.00	117.00	140.4
<b>Anti Vertigo</b>				
Cinnarizine 25 mg tablet, 100's	162	194.40	194.40	233.28
Bethahistine 8 mg tablet, 16 mg	25.73	30.87	30.88	37.044
<b>Anti Thyroid Drugs and Thyroid Hormones</b>				
Levothyroxine 50 mcg tab	6.54	7.85	7.85	9.42
PTU 50 mg tab, 100's	660	792.00	792.00	950.4
<b>Dermatological Agents</b>				
Betamethasone ointment 5g	375	450.00	450.00	540
Clobetasol ointment 5g	107.84	129.40	129.41	155.28
Fusidic acid ointment	82.5	99.00	99.00	118.8
Ketoconazole 200 mg tab	19.5	23.40	23.40	28.08
Petroleum jelly	45	54.00	54.00	64.8
Permethrin lotion 30 mL	168	201.60	201.60	241.92
Sulphur cream 5g	57.75	69.30	69.30	83.16
Silversulfadiazine 1% 500g jar	1,350.00	1620.00	1620.00	1944
<b>Immunologicals</b>				
ATS 1500 IU	41.12	49.34	49.34	59.208
Tetanus toxoid 0.5mL amp	42.75	51.30	51.30	61.56



CITY ORDINANCE NO. 2015-08 .....P13  
ANNEX 10

OB- NSD Package Admission (Actual Cost)	
<b>NSD Package</b>	
1- IV Fluid (D5LR)	93.00
1- IV Cath g 18	20.00
1- Venoset	16.00
1- Straight Catheter	10.00
4- Disposable syringe	20.00
1- Lidocaine 5ml	20.00
1- Cord Clamp	15.00
1- Cotton balls	24.00
1- Chromic 2-0 with needle	200.00
4- Gloves	120.00
6- Hyoscine Amp	126.00
2- Oxytocin Amp	80.00
1- Nalbupine Amp	39.00
2- Wrist Tag	20.00
2- Plaster	20.00
1- Betadine	50.00
3- Sterile Water	120.00
2- Under Pad	40.00
Oxygen at 1-5 LPM/HR (6 @35/hr)	210.00
1- Plastic Bag	10.00
3- Boufant Cap	12.00
3- Disposable Mask	7.50
22 pcks- Surgical Gauze	80.00
1- Razor	25.00
1- Labs: CBC	130.00
5- Mefenamic acid tablet/capsule	10.00
5- Methergin Tablet	15.00
5- Amoxicillin 500 mg capsle	25.00
Miscellaneous(instrumentation, Sterilization, DR stay etc	2,000
<b>Total</b>	<b>3,557.50</b>

Newborn Care Package Admission (Actual Cost)	
1- Cord Clamp	15.00
3- Disposable Syringe	15.00
1- Wrist Tag	15.00
1- Vitamin K	40.00
1- Erythromycin Ophthalmic	195.00
2- Gloves	60.00
1- Disposable Blade #10	10.00
1- set Birth Certificate	20.00
4- Prep pads/cotton balls with	6.00
<b>SUB-TOTAL</b>	<b>376.00</b>
Miscellaneous (instrumentation,	500.00
Newborn Screening	600.00
<b>SUB-TOTAL</b>	<b>1,100.00</b>
<b>TOTAL</b>	<b>1,476.00</b>

Maternity Care Package for Level 1 hospital (Philhealth Case Rate)	Total Actual Charges
Total Health Care Institution Fees	4,800.00
Total Professional Fee	3,200.00
<b>Total</b>	<b>8,000.00</b>

Newborn Care Package for Level 1 hospital (Philhealth Case Rate)	Total Actual Charges
Total Health Care Institution Fees	1,750.00
<b>Total</b>	<b>1,750.00</b>



CITY ORDINANCE NO. 2015-08 .....P14  
ANNEX 11

LABORATORY RATES	NAVOTAS LYING IN CLINIC		HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	Resident	Non Resident	OPD/WARD	ER/PRIVATE	OPD/WARD	ER/PRIVATE
<b>CLINICAL MICROSCOPY</b>						
Fecalysis	40.00	48.00	60.00	70.00	72.00	84.00
Pregnancy test	60.00	72.00	75.00	100.00	90.00	120.00
Urinalysis	40.00	48.00	60.00	70.00	72.00	84.00
<b>HEMATOLOGY</b>						
CBC (automated)	100.00	120.00	140.00	180.00	168.00	216.00
CBC with platelet count	120.00	144.00	140.00	180.00	168.00	216.00
CBC with blood typing	120.00	144.00	140.00	180.00	168.00	216.00
Hemoglobin	100.00	120.00	140.00	180.00	168.00	216.00
Hematocrit	100.00	120.00	140.00	180.00	168.00	216.00
Platelet count	100.00	120.00	140.00	180.00	168.00	216.00
<b>MICROSCOPY</b>						
Gram stain smear	60.00	72.00	75.00	180.00	90.00	216.00
Acid Fast Bacilli staining(sputum exam)	60.00	72.00	75.00	100.00	90.00	120.00
<b>BLOOD CHEMISTRY</b>						
FBS-Blood Glucose test (strips)	40.00	48.00	50.00	70.00	60.00	84.00
Fasting Blood Sugar	60.00	72.00	75.00	100.00	90.00	120.00
Cholesterol	80.00	96.00	100.00	110.00	120.00	132.00
High Density Lipoprotein (HDL)	250.00	320.00	250.00	250.00	300.00	300.00
Low Density Lipoprotein (LDL)	250.00	750.00	250.00	250.00	300.00	300.00
HDL/LDL package	220.00	264.00	250.00	300.00	300.00	360.00
Triglycerides	120.00	144.00	150.00	180.00	180.00	216.00
Lipid Profile( Chole, TG, HDL,LDL)	400.00	480.00	490.00	550.00	588.00	660.00
BUN	80.00	96.00	100.00	110.00	120.00	132.00
Creatinine	80.00	96.00	100.00	110.00	120.00	132.00
Blood Uric Acid (BUA)	80.00	96.00	100.00	110.00	120.00	132.00
SGPT	80.00	96.00	100.00	120.00	120.00	144.00
SGOT	80.00	96.00	100.00	120.00	120.00	144.00
<b>SEROLOGY and BLOOD BANK</b>						
ABO+Rh typing	80.00	96.00	100.00	130.00	120.00	156.00
HBsAg	160.00	192.00	220.00	280.00	264.00	336.00
VDRL test	100.00	120.00	125.00	150.00	150.00	180.00
<b>OTHERS</b>						
Drug Testing	250.00	300.00	300.00	350.00	360.00	420.00
Newborn Screening	600.00	600.00	600.00	600.00	600.00	600.00



CITY ORDINANCE NO. 2015-08 .....P15  
ANNEX 12

DIAGNOSTIC PROCEDURES	NAVOTAS LYING IN CLINIC(WITH READING FEE)	HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
		OPD/WARD	ER/PRIVATE	OPD/WARD	ER/PRIVATE
CLINICAL					
Pap Smear	150.00	200.00	225.00	240.00	270.00
RADIOLOGY					
Skull X-Ray AP/LAT		300.00	390.00	360.00	468.00
Paranasal Series		680.00	850.00	816.00	1,020.00
Neck AP/LAT		300.00	390.00	360.00	468.00
Shoulder Joint		300.00	390.00	360.00	468.00
Arm AP/LAT		300.00	390.00	360.00	468.00
Forearm AP/LAT		300.00	390.00	360.00	468.00
Hand and Wrist		300.00	390.00	360.00	468.00
Elbow Joint		300.00	390.00	360.00	468.00
Chest Xray PA view (included in Philhealth package)	195.00	250.00	300.00	300.00	360.00
Chest Xray AP/LAT (Pedia 0-10 y.o)		300.00	390.00	360.00	468.00
Chest Xray PA/LAT Adult		390.00	500.00	468.00	600.00
Thoracic Cage		390.00	500.00	468.00	600.00
Thoraco Lumbar		390.00	500.00	468.00	600.00
Lumbo Sacral AP/LAT		390.00	500.00	468.00	600.00
Plain Abdomen		300.00	390.00	360.00	468.00
Pelvic		300.00	390.00	360.00	468.00
Femur AP/LAT		300.00	390.00	360.00	468.00
RADIOLOGY					
Knee Joint AP/LAT		300.00	390.00	360.00	468.00
Leg AP/LAT		300.00	390.00	360.00	468.00
Foot AP/LAT		300.00	390.00	360.00	468.00
Foot AP/Oblique		300.00	390.00	360.00	468.00
Ankle AP/LAT		300.00	390.00	360.00	468.00
Heel Bone		300.00	390.00	360.00	468.00
ULTRASOUND					
Liver	340.00	450.00	550.00	540.00	660.00
Gall bladder	340.00	450.00	550.00	540.00	660.00
Pancreas	340.00	450.00	550.00	540.00	660.00
Spleen	340.00	450.00	550.00	540.00	660.00
Kidney	340.00	450.00	550.00	540.00	660.00
Urinary Bladder	340.00	450.00	550.00	540.00	660.00
Prostate	340.00	450.00	550.00	540.00	660.00
Pelvic Plain	340.00	450.00	550.00	540.00	660.00
BPS	650.00	850.00	980.00	1,020.00	1,176.00
Scrotal	455.00	600.00	690.00	720.00	828.00
HBT+Liver+GB	600.00	800.00	900.00	960.00	1,080.00
Liver GB+Pancreas+Spleen	600.00	800.00	900.00	960.00	1,080.00
KUB	600.00	800.00	900.00	960.00	1,080.00
Pelvic+KUB	750.00	1,000.00	1,125.00	1,200.00	1,350.00
ULTRASOUND					
HBT+KUB	975.00	1,250.00	1,460.00	1,500.00	1,752.00
KUB+Prostate	675.00	900.00	1,010.00	1,080.00	1,212.00
Whole abdomen	1,350.00	1,500.00	1,700.00	1,800.00	2,040.00
Upper abdomen	1,050.00	1,400.00	1,500.00	1,680.00	1,800.00
Lower abdomen	750.00	975.00	1,050.00	1,170.00	1,260.00
TVS	600.00	780.00	845.00	936.00	1,014.00
Thyroid	750.00	975.00	1,125.00	1,170.00	1,350.00
Inguinal/Scrotal	750.00	975.00	1,125.00	1,170.00	1,350.00



Consultation Fee 200.00

Emergency Room Fee 200.00

## 4. LABORATORY REQUEST

The Laboratory Request enables the patient to avail of the laboratory services while in the emergency room and is only done if required based on the assessment and treatment procedure.

<b>Office or Division:</b>	Navotas City Hospital – Emergency Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Laboratory Request (1 original)		Navotas City Hospital – Emergency Department		
Charge Slip (1 original)		Navotas City Hospital – Emergency Department		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Obtain the Laboratory Request from the Emergency Room (ER) Nurse.  * Make sure to secure the Laboratory Request that will be issued.	1. Issue the Laboratory Request.	None	1 Minute	ER Nurse Navotas City Hospital – Emergency Department
2. Submit the Laboratory Request to the Navotas City Hospital – Laboratory Department.  * Make sure to secure the Charge Slip that will be issued.	2. Receive the Laboratory Request.  2.1 Issue the Charge Slip.	None	3 Minutes	Laboratory Clerk or Medical Technologist Navotas City Hospital – Laboratory Department
3. Pay the required fees at the Navotas City Hospital – Cashier and Billing	3. Accept the payment based on the Charge Slip.	See City Ordinance No. 2015-08 and No.	3 Minutes	Cashier Navotas City Hospital – Cashier and



Section.		2020-03		Billing Section
* Make sure to secure the Official Receipt that will be issued.	3.1 Issue the Official Receipt.	None		
4. Present the Official Receipt.	4. Check the Official Receipt.	None	1 Minute	<i>Medical Technologist</i> Navotas City Hospital – Laboratory Department
	4.1 Proceed to the ER for the conduct of the laboratory procedure.	None		
<b>TOTAL:</b>		<b>See City Ordinance No. 2015-08 and No. 2020-03</b>	<b>8 Minutes</b>	



## Schedule of Fees:

**CITY ORDINANCE NO. 2020-03**

### **NEW FEES**

#### **NAVOTAS CITY HOSPITAL FEES:**

EXAMINATION	RESIDENT	NON-RESIDENT
<b>CLINICAL MICROSCOPY</b>		
Urinalysis	70.00	80.00
Fecalysis	70.00	80.00
Gram's stain	90.00	105.00
Pregnancy Test	90.00	105.00
<b>HEMATOLOGY</b>		
CBC with platelet count	160.00	185.00
CBC with Blood Typing	160.00	185.00
CBC	160.00	185.00
Platelet Count	160.00	185.00
Hemoglobin	160.00	185.00
Hematocrit	160.00	185.00
<b>BLOOD CHEMISTRY</b>		
Blood Urea Nitrogen (BUN)	115.00	135.00
Blood Uric Acid ( BUA)	115.00	135.00
Creatinine	115.00	135.00
Lipid Profile ( Chole, TG, HDL, LDL)	565.00	650.00
HDL/LDL	290.00	335.00
HDL	290.00	335.00
LDL	290.00	335.00
Total Cholesterol	115.00	135.00
Triglycerides	170.00	195.00
SGOT	115.00	135.00
SGPT	115.00	135.00
FBS (Glucose)	90.00	105.00
OGTT 50 g	980.00	1,130.00
OGTT 75 g	980.00	1,130.00
<b>SEROLOGY &amp; BLOOD BANK</b>		
HBsAg	250.00	290.00
VDRL test	145.00	165.00
ABO with RH Typing	115.00	135.00
Drug Testing	290.00	335.00





CITY ORDINANCE NO. 2015-08 .....P4  
ANNEX 1

Send Out Laboratory Specimen	HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	WARD/OPD	PRIVATE/ER	WARD/OPD	PRIVATE/ER
<b>Clinical Microscopy</b>				
24 Hrs Urine Protein Determination	275.00	285.00	330.00	342.00
Urine Albumin	275.00	285.00	330.00	342.00
Urine Sugar	110.00	115.00	132.00	138.00
Pregnancy Test	115.00	120.00	138.00	144.00
Semen Analysis	105.00	110.00	126.00	132.00
Occult Blood	110.00	115.00	132.00	138.00
Smear for Amoeba	90.00	90.00	108.00	108.00
<b>Bacteriology</b>				
Indian Ink	250.00	260.00	300.00	312.00
Stone Analysis	1,265.00	1,320.00	1518.00	1584.00
Water Analysis (2-Parameters)	780.00	810.00	936.00	972.00
Water Analysis (3-Parameters)	1,035.00	1,080.00	1242.00	1296.00
<b>Blood Chemistry Examination</b>				
Albumin	140.00	145.00	168.00	174.00
Alkaline Phosphate	150.00	160.00	180.00	192.00
Ammonia	1,100.00	1,140.00	1320.00	1368.00
Calcium	150.00	160.00	180.00	192.00
Carbon Dioxide	345.00	360.00	414.00	432.00
Crea Clearance	325.00	340.00	390.00	408.00
Ferritin	1,265.00	1,320.00	1518.00	1584.00
Fluid Analysis(CSF, Pleural, Ascitis,Pericardial, Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
Fluid LDH (CSF,Pleural, Ascitis,Pericardial,Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
High Sensitive CRP	805.00	840.00	966.00	1008.00
HBA1-C	555.00	580.00	666.00	696.00
Inorganic Phosphorus	260.00	270.00	312.00	324.00
Ionized Calcium	635.00	660.00	762.00	792.00
Iron	460.00	480.00	552.00	576.00
Glucose	255.00	265.00	306.00	318.00
75 gms OGTT	835.00	870.00	1002.00	1044.00
50 gms OGCT	835.00	870.00	1002.00	1044.00
Magnesium	330.00	350.00	396.00	420.00
Lead	1,380.00	1,440.00	1656.00	1728.00
Lipid Profile	490.00	510.00	588.00	612.00
Lipoprotein	670.00	700.00	804.00	840.00
TPAG	260.00	265.00	312.00	318.00
Bilirubin (Total , B1 and B2)	180.00	180.00	216.00	216.00
B1B2	255.00	265.00	306.00	318.00
TIBC+ Iron	980.00	1,020.00	1176.00	1224.00
Total Acid Phosphate	230.00	240.00	276.00	288.00
Total Calcium	150.00	160.00	180.00	192.00
Total Protein	140.00	145.00	168.00	174.00
Total Protein A/G Ratio	225.00	235.00	270.00	282.00
Total Acid Phosphatase	230.00	240.00	276.00	288.00
K	175.00	180.00	210.00	216.00
Na	175.00	180.00	210.00	216.00
Cl	175.00	180.00	210.00	216.00
Na/K/Cl	485.00	505.00	582.00	606.00
Phosphorus	185.00	195.00	222.00	234.00
Serum Albumin	225.00	235.00	270.00	282.00
Serum Insulin	1,150.00	1,200.00	1380.00	1440.00
<b>Enzymes</b>				
Cortisol	855.00	890.00	1026.00	1068.00
Estradiol/Estrogen	1,495.00	1,560.00	1794.00	1872.00
FSH	805.00	840.00	966.00	1008.00



CITY ORDINANCE NO. 2015-08 .....P5  
ANNEX 2

FT3,FT4 (RIA)	510.00	530.00	612.00	636.00
F4(ECLIA)	760.00	795.00	912.00	954.00
LH	805.00	840.00	966.00	1008.00
Progesterone	1,610.00	1,680.00	1932.00	2016.00
Prolactin	805.00	840.00	966.00	1008.00
T3(ECLIA)	335.00	350.00	402.00	420.00
T3,T4 (RIA ) each	635.00	660.00	762.00	792.00
T4 (ECLIA)	335.00	350.00	402.00	420.00
Testosterone	1,380.00	1,440.00	1656.00	1728.00
Thyroglobulin (ECLIA)	1,840.00	1,920.00	2208.00	2304.00
Thyroglobulin (IRMA)	2,245.00	2,340.00	2694.00	2808.00
TSH(ECLIA)	575.00	600.00	690.00	720.00
TSH(IRMA)	920.00	960.00	1104.00	1152.00
<b>Enzymes</b>				
Amylase	290.00	300.00	348.00	360.00
CPK	440.00	460.00	528.00	552.00
CPKMB	665.00	690.00	798.00	828.00
CPKMM	665.00	690.00	798.00	828.00
GGTP	950.00	990.00	1140.00	1188.00
Lipase	335.00	350.00	402.00	420.00
LDH	185.00	195.00	222.00	234.00
Prostatic Acid	315.00	325.00	378.00	390.00
TROP I	1,265.00	1,320.00	1518.00	1584.00
TROP T	1,150.00	1,200.00	1380.00	1440.00
<b>Drug Abuse (Qualitative)</b>				
Barbituates	370.00	385.00	444.00	462.00
Benzodiazepine	370.00	385.00	444.00	462.00
Cannabinoids/ Methamphetamine	345.00	360.00	414.00	432.00
Cocaine	370.00	385.00	444.00	462.00
Cotine	345.00	360.00	414.00	432.00
Ecstasy	370.00	385.00	444.00	462.00
Opiates	370.00	385.00	444.00	462.00
Phencyclinide	370.00	385.00	444.00	462.00
<b>Drug Monitoring</b>				
Confirmatory Test (marijuana)	1,380.00	1,440.00	1656.00	1728.00
Confirmatory (Shabu)	1,380.00	1,440.00	1656.00	1728.00
Digoxin	830.00	870.00	996.00	1044.00
<b>Hematology</b>				
APAS Work up	5,750.00	6,000.00	6900.00	7200.00
Bleeding Time	75.00	80.00	90.00	96.00
Clotting Time	60.00	60.00	72.00	72.00
Cross Matching	165.00	170.00	198.00	204.00
Dengue Antigen	1,495.00	1,560.00	1794.00	1872.00
Dengue Antibody IgM	1,150.00	1,200.00	1380.00	1440.00
Dengue Antibody IgG	1,150.00	1,200.00	1380.00	1440.00
DRV(T(Dilute Russel Viper Venom Time)	1,955.00	2,040.00	2346.00	2448.00
Electrophoresis (Hemoglonin)	3,795.00	3,960.00	4554.00	4752.00
Electrophoresis ( Protein)	4,255.00	4,440.00	5106.00	5328.00
ESR	115.00	120.00	138.00	144.00
Fibrinogen Degradation Product	1,100.00	1,140.00	1320.00	1368.00
Lupus Anti Coagulation	3,450.00	3,600.00	4140.00	4320.00
Malarial Smear	150.00	160.00	180.00	192.00
Peripheral Smear	150.00	160.00	180.00	192.00
Protein	95.00	100.00	114.00	120.00
Prothrombin Time	290.00	300.00	348.00	360.00
PTT (APTT)	405.00	420.00	486.00	504.00
SCT (Silica Clotting Time)	2,015.00	2,100.00	2418.00	2520.00
WBC Count	115.00	120.00	138.00	144.00
<b>Hepatitis Profile</b>				
Hepatitis Profile (A,B&C)	4,060.00	4,240.00	4872.00	5088.00



CITY ORDINANCE NO. 2015-08 .....P6  
ANNEX 3

Hepatitis (A&B)	2,820.00	2,940.00	3384.00	3528.00
HBsAg screening	325.00	340.00	390.00	408.00
HBeAg	445.00	464.00	534.00	556.80
ANTI-HBs	280.00	290.00	336.00	348.00
Hepatitis B Profile- full panel	2,300.00	2,400.00	2760.00	2880.00
Hepatitis C Profile	1,360.00	1,420.00	1632.00	1704.00
HAV IgM	505.00	525.00	606.00	630.00
HAV IgG	545.00	565.00	654.00	678.00
Anti-HCV	750.00	780.00	900.00	936.00
Anti-CMV IgM	1,170.00	1,220.00	1404.00	1464.00
Anti-CMV IgG	920.00	960.00	1104.00	1152.00
<b>Hepatitis Markers</b>				
HBsAg w/ Titer	255.00	270.00	306.00	324.00
Anti HBE	445.00	465.00	534.00	558.00
Anti HBcIgM	460.00	480.00	552.00	576.00
Anti HBc Total	455.00	475.00	546.00	570.00
Anti HAV Igm	505.00	525.00	606.00	630.00
Anti HAV IgM	545.00	565.00	654.00	678.00
Anti- HCV	750.00	780.00	900.00	936.00
Hepa Profile 1 (Hepa B Screening)	535.00	560.00	642.00	672.00
Hepa Profile ( Hepa B-Full Panel)	2,300.00	2,400.00	2760.00	2880.00
Hepa Profile (Hepa A&B Profile)	2,820.00	2,940.00	3384.00	3528.00
Hepa Profile (Hepa A,B&C Profile)	4,060.00	4,240.00	4872.00	5088.00
HBV -DNA	5,750.00	6,000.00	6900.00	7200.00
<b>Histopathology/Cytology</b>				
Cell Block	750.00	780.00	900.00	936.00
ER/PR Assay	5,175.00	5,400.00	6210.00	6480.00
ER/PR/HERZNEU	7,130.00	7,440.00	8556.00	8928.00
HERZNEU	3,335.00	3,480.00	4002.00	4176.00
FNAB Smear (max 4 Slides)	450.00	470.00	540.00	564.00
FNAB Smear (max 5-8 Slides)	900.00	940.00	1080.00	1128.00
FNAB Smear (max 9-12 Slides)	1,350.00	1,405.00	1620.00	1686.00
Gastric Biopsy for H pylori	1,150.00	1,200.00	1380.00	1440.00
<b>Histopathology/Cytology</b>				
a. Small	750.00	780.00	900.00	936.00
b. Medium	1,100.00	1,140.00	1320.00	1368.00
c.Large	1,440.00	1,500.00	1728.00	1800.00
d.Extra -Large	2,645.00	2,760.00	3174.00	3312.00
PAP Smear (reading)	260.00	270.00	312.00	324.00
PAP Smear (collection)	260.00	270.00	312.00	324.00
SURE PATH				
Reading & Collection w/ Processing	1,380.00	1,440.00	1656.00	1728.00
Reading w/ Processing	575.00	600.00	690.00	720.00
<b>Immunology</b>				
Ferritin	1,265.00	1,320.00	1518.00	1584.00
Ferritin w/ Titer	1,955.00	2,040.00	2346.00	2448.00
Homocysteine Assay	2,760.00	2,760.00	3312.00	3312.00
Parathyroid Hormone	1,955.00	1,955.00	2346.00	2346.00
Rubella IgG	920.00	920.00	1104.00	1104.00
Rubella IgM	2,300.00	2,300.00	2760.00	2760.00
Total IgE	980.00	980.00	1176.00	1176.00
Troponin I	1,265.00	1,320.00	1518.00	1584.00
Troponin T Quality	1,265.00	1,320.00	1518.00	1584.00
Troponin T Quantity	2,760.00	2,880.00	3312.00	3456.00
Vit D 25 Hydroxy (ECLIA)	2,760.00	2,880.00	3312.00	3456.00



CITY ORDINANCE NO. 2015-08 .....P7  
ANNEX 4

<b>Serology</b>				
ANA	855.00	890.00	1026.00	1068.00
ANA w/ dilution	1,265.00	1,320.00	1518.00	1584.00
Arterial Bld Gas	230.00	240.00	276.00	288.00
ASO	335.00	350.00	402.00	420.00
CMV Screening	920.00	960.00	1104.00	1152.00
CRP w/ dilution	590.00	615.00	708.00	738.00
Dengue NSI	1,495.00	1,560.00	1794.00	1872.00
D-Dimer	3,220.00	3,360.00	3864.00	4032.00
H. Pylori IGM (Quanti)	2,300.00	2,400.00	2760.00	2880.00
H. Pylori IGG (Quanti)	2,300.00	2,400.00	2760.00	2880.00
HIV (AIDS) Quantitative	1,035.00	1,080.00	1242.00	1296.00
HIV (AIDS) Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	1,035.00	1,080.00	1242.00	1296.00
HSV Screening	920.00	960.00	1104.00	1152.00
Rheumatoid Factors	290.00	300.00	348.00	360.00
RA/RF	290.00	300.00	348.00	360.00
RA/RF w/ dilution	590.00	615.00	708.00	738.00
Rubella Screening	920.00	960.00	1104.00	1152.00
TORCH TEST 4 parameters screening	2,875.00	3,000.00	3450.00	3600.00
Toxoplasma Screening	920.00	960.00	1104.00	1152.00
TP-PA Quali	505.00	525.00	606.00	630.00
TP-PA w/ dilution	1,725.00	1,800.00	2070.00	2160.00
Typhidot	1,150.00	1,200.00	1380.00	1440.00
<b>Tumor Marker/Others</b>			0.00	0.00
AFP	835.00	870.00	1002.00	1044.00
AFP-w/ dilution	1,265.00	1,320.00	1518.00	1584.00
AHBC (Total)	495.00	520.00	594.00	624.00
AHBE	495.00	520.00	594.00	624.00
B-HCG	920.00	960.00	1104.00	1152.00
CA 125 (ovarian)	2,300.00	2,400.00	2760.00	2880.00
CA 15-3 (breast)	1,840.00	1,920.00	2208.00	2304.00
CA 19-9 (Colon)	2,420.00	2,520.00	2904.00	3024.00
CA 125 w/ dilution	2,300.00	2,400.00	2760.00	2880.00
CA15-3 w/ dilution	2,185.00	2,280.00	2622.00	2736.00
CA 19-9 w/dilution	2,645.00	2,760.00	3174.00	3312.00
CA 72-4 (GI CA)	3,450.00	3,600.00	4140.00	4320.00
CA 72-4 (GI CA) w/Titer	4,600.00	4,800.00	5520.00	5760.00
CEA	840.00	880.00	1008.00	1056.00
CEA w/ dilution	1,265.00	1,320.00	1518.00	1584.00
CRP	290.00	300.00	348.00	360.00
C3 complement	635.00	660.00	762.00	792.00
Direct Coomb's Test	260.00	270.00	312.00	324.00
Free PSA + Total PSA	2,130.00	2,220.00	2556.00	2664.00
Indirect Coomb's Test	330.00	345.00	396.00	414.00
Other component(FFP, etc)	930.00	970.00	1116.00	1164.00
Packed RBC with donor	1,455.00	1,520.00	1746.00	1824.00
Packed RBC without donor	1,455.00	1,520.00	1746.00	1824.00
PSA	1,265.00	1,320.00	1518.00	1584.00
PSA w/ dilution	1,725.00	1,800.00	2070.00	2160.00
PC with donor	930.00	970.00	1116.00	1164.00
PC without donor	930.00	970.00	1116.00	1164.00
RPR - Quality	130.00	135.00	156.00	162.00
RPR - Quantity	345.00	360.00	414.00	432.00
Salmonella	1,210.00	1,260.00	1452.00	1512.00
VDRL (syphilis)	400.00	415.00	480.00	498.00
Whole Blood with donor	1,985.00	2,070.00	2382.00	2484.00
Whole Blood w/o do	1,985.00	2,070.00	2382.00	2484.00
<b>Bacteriology</b>				
Blood C/S	635.00	660.00	762.00	792.00
fungal	345.00	360.00	414.00	432.00
C&S exudate	575.00	600.00	690.00	720.00
C&S stool	575.00	600.00	690.00	720.00
C&S urine	575.00	600.00	690.00	720.00
CSF and other sterile body fluids	575.00	600.00	690.00	720.00
Gram Stain	135.00	140.00	162.00	168.00
AFB Stain	130.00	135.00	156.00	162.00
KOH Mount	160.00	165.00	192.00	198.00
Others (specimen not indicated in the list above)	575.00	600.00	690.00	720.00
Discharges (vaginal, penile,urethral,etc	575.00	600.00	690.00	720.00
Swab (throat , nasal wound, ear, nose, etc	575.00	600.00	690.00	720.00



CITY ORDINANCE NO. 2015-08 .....P8  
ANNEX 5

<b>Imaging Test</b>			0.00	0.00
Mammography	1,495.00	1,560.00	1794.00	1872.00
Pulmonary Function Test	980.00	1,020.00	1176.00	1224.00
Treadmill	1,610.00	1,680.00	1932.00	2016.00
ECG	345.00	360.00	414.00	432.00
<b>Automated</b>				
Blood C/S (Oxoid)	1,610.00	1,680.00	1932.00	2016.00
<b>Culture with all auto ID/MIC</b>				
Blood	1,840.00	1,920.00	2208.00	2304.00
Urine	1,840.00	1,920.00	2208.00	2304.00
CSF	1,840.00	1,920.00	2208.00	2304.00
Body Fluids	1,840.00	1,920.00	2208.00	2304.00
Sputum	1,610.00	1,680.00	1932.00	2016.00
Abscess	1,610.00	1,680.00	1932.00	2016.00
Urine	1,610.00	1,680.00	1932.00	2016.00
<b>Others</b>				
Discharges	1,610.00	1,680.00	1932.00	2016.00
Swab	1,610.00	1,680.00	1932.00	2016.00
Fungal Culture	1,610.00	1,680.00	1932.00	2016.00
Fungal Sensitivity	920.00	960.00	1104.00	1152.00



CITY ORDINANCE NO. 2015-08 .....P14  
ANNEX 1

LABORATORY RATES	NAVOTAS LYING IN CLINIC		HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	Resident	Non Resident	OPD/WARD	ER/PRIVATE	OPD/WARD	ER/PRIVATE
<b>CLINICAL MICROSCOPY</b>						
Fecalysis	40.00	48.00	60.00	70.00	72.00	84.00
Pregnancy test	60.00	72.00	75.00	100.00	90.00	120.00
Urinalysis	40.00	48.00	60.00	70.00	72.00	84.00
<b>HEMATOLOGY</b>						
CBC (automated)	100.00	120.00	140.00	180.00	168.00	216.00
CBC with platelet count	120.00	144.00	140.00	180.00	168.00	216.00
CBC with blood typing	120.00	144.00	140.00	180.00	168.00	216.00
Hemoglobin	100.00	120.00	140.00	180.00	168.00	216.00
Hematocrit	100.00	120.00	140.00	180.00	168.00	216.00
Platelet count	100.00	120.00	140.00	180.00	168.00	216.00
<b>MICROSCOPY</b>						
Gram stain smear	60.00	72.00	75.00	180.00	90.00	216.00
Acid Fast Bacilli staining(sputum exam)	60.00	72.00	75.00	100.00	90.00	120.00
<b>BLOOD CHEMISTRY</b>						
FBS-Blood Glucose test (strips)	40.00	48.00	50.00	70.00	60.00	84.00
Fasting Blood Sugar	60.00	72.00	75.00	100.00	90.00	120.00
Cholesterol	80.00	96.00	100.00	110.00	120.00	132.00
High Density Lipoprotein (HDL)	250.00	320.00	250.00	250.00	300.00	300.00
Low Density Lipoprotein (LDL)	250.00	750.00	250.00	250.00	300.00	300.00
HDL/LDL package	220.00	264.00	250.00	300.00	300.00	360.00
Triglycerides	120.00	144.00	150.00	180.00	180.00	216.00
Lipid Profile( Chole, TG, HDL,LDL)	400.00	480.00	490.00	550.00	588.00	660.00
BUN	80.00	96.00	100.00	110.00	120.00	132.00
Creatinine	80.00	96.00	100.00	110.00	120.00	132.00
Blood Uric Acid (BUA)	80.00	96.00	100.00	110.00	120.00	132.00
SGPT	80.00	96.00	100.00	120.00	120.00	144.00
SGOT	80.00	96.00	100.00	120.00	120.00	144.00
<b>SEROLOGY and BLOOD BANK</b>						
ABO+Rh typing	80.00	96.00	100.00	130.00	120.00	156.00
HBsAg	160.00	192.00	220.00	280.00	264.00	336.00
VDRL test	100.00	120.00	125.00	150.00	150.00	180.00
<b>OTHERS</b>						
Drug Testing	250.00	300.00	300.00	350.00	360.00	420.00
Newborn Screening	600.00	600.00	600.00	600.00	600.00	600.00

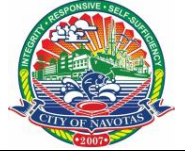


## HEMODIALYSIS UNIT

### 5. ISSUANCE OF HEMODIALYSIS TREATMENT CLEARANCE AND AVAILMENT OF HEMODIALYSIS TREATMENT

The issuance of Hemodialysis Treatment Clearance is conducted to verify if the patient is within the 90-session PhilHealth Dialysis Package for Hemodialysis treatment in order to avail of the service for free, or if the patient has settled the necessary fees in excess of the PhilHealth Dialysis Package. After the issuance of the Hemodialysis Treatment Clearance, the patient is accommodated for Hemodialysis treatment.

<b>Office or Division:</b>		Navotas City Hospital – Hemodialysis Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction</b>		G2C – Government to Citizen		
<b>Who may Avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PhilHealth Benefit Hemodialysis Monitoring Sheet (PBHMS) (1 original, 1 photocopy)		Navotas City Hospital – PhilHealth Section		
Statement of Account (SOA) (1 original)		Navotas City Hospital – Cashier and Billing Section		
Hemodialysis Treatment Clearance (1 original)		Navotas City Hospital – Cashier and Billing Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at NCH PhilHealth Section	1. Receive the required documents and check for completeness.	None	10 Minutes	PhilHealth Clerk Navotas City Hospital – PhilHealth Section
1.1 Provide the necessary information for the updating of the number of PhilHealth Dialysis Sessions available on the PBHMS and receive the PBHMS.	1.1 Update the number of PhilHealth Dialysis Sessions available on the PBHMS based on the information provided by the client and return the PBHMS to the client.	None		
* Make sure to secure the PBHMS that will be				

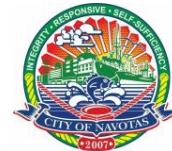


returned.				
2. Provide the Patient's Name for processing of the SOA at NCH-Cashier & Billing Section.	2. Obtain the Patient's Name to process the SOA.	None	3 Minutes	Cashier Navotas City Hospital – Cashier and Billing Section
2.1 Sign the SOA.	2.1 Ask the client to sign the SOA.	None		
3. Pay the necessary fees, if any, at the Navotas City Hospital – Cashier and Billing Section.	3. Accept the payment, if any, based on the SOA and issue the Official Receipt.	For patients within the PhilHealth Dialysis Package: None	7 Minutes	Cashier Navotas City Hospital – Cashier and Billing Section
* Make sure to secure the two (2) copies of the Hemodialysis Treatment Clearance that will be issued.	3.1 Issue the Official Receipt, if any, and two (2) copies of the Hemodialysis Treatment Clearance.	For patients exceeding the PhilHealth Dialysis Package:  New Dialyzer Treatment fee – PHP 2,600.00  Re-use Dialyzer Treatment fee – PHP 2,150.00		





4. Submit two (2) copies of the Hemodialysis Treatment Clearance at NCH Hemodialysis Unit	4. Receive two (2) copies of the Hemodialysis Treatment Clearance.	None	15 Minutes	<i>Hemodialysis Clerk Navotas City Hospital – Hemodialysis Unit</i>
4.1 Proceed to the weighing scale and write the patient's weight on the white board.	4.1 Verify the patient's weight before recording on the white board.	None		
4.2 Proceed to the Waiting Area and wait for the Patient's Name to be called.	4.2 Call the Patient's Name once his/her slot for treatment is available.	None		
5. Proceed to the assigned seat for the Hemodialysis Treatment Procedure.	5. Start the Hemodialysis Treatment Procedure.	None	4 Hours and 30 Minutes	<i>Hemodialysis Nurse Navotas City Hospital – Hemodialysis Unit</i>
<b>TOTAL:</b>		<p><b>For patients within the PhilHealth Dialysis Package: None</b></p> <p><b>For patients exceeding the PhilHealth Dialysis Package:</b></p> <p><b>New Dialyzer Treatment fee – PHP 2,600.00</b></p> <p><b>Re-use</b></p>	<b>5 Hours and 5 Minutes</b>	



	<b>Dialyzer treatment fee – PHP 2,150.00</b>		
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## LABORATORY DEPARTMENT

### 6. LABORATORY TEST FOR OUT-PATIENT

A laboratory test is a testing of a blood sample, urine, stool, tissue and other bodily fluids in order to aid in the diagnosis of a disease, planning for the treatment of such, and verification of the effectivity of the treatment/s applied. The laboratory testing for out-patients is processed for the patient/guardian by the personnel of the following Navotas City Hospital departments: Laboratory, Outpatient (OPD), and/or Emergency.

<b>Office or Division:</b>	Navotas City Hospital – Laboratory Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Laboratory Request (1 original)		Clinic or Hospital where patient was examined		
Charge Slip (1 original)		Navotas City Hospital – OPD or Emergency Department		
Official Receipt (OR) (1 original)		Navotas City Hospital – Cashier and Billing Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Laboratory Request at NCH Laboratory Department	1. Receive the Laboratory Request and check if the test requested is available.	None	2 Minutes	<i>Laboratory Aide or Medical Technologist</i> Navotas City Hospital – Laboratory Department
* Make sure to secure the Charge Slip that will be issued.	1.1 If available, issue the Charge Slip.	None		
2. Pay the necessary fees at the Navotas City Hospital – Cashier and Billing Section.	2. Accept payment based on the Charge Slip.	See City Ordinance No. 2015-08 and No. 2020-03	5 Minutes	<i>Cashier</i> Navotas City Hospital – Cashier and Billing Section
* Make sure to secure the Official Receipt that will be issued.	2.1 Issue the Official Receipt.	None		



3. Present the Official Receipt.	3. Check the Official Receipt and record the OR number.	None	1 Minute	<i>Laboratory Aide or Medical Technologist</i> Navotas City Hospital – Laboratory Department
4. Collect and submit the required specimen.  * Make sure to secure the Claim Stub that will be issued.	4. Do blood extraction if needed and/or receive the collected specimen.  4.1 Issue the Claim Stub and process the specimen and result.	None  None	3 hours and 40 Minutes	<i>Laboratory Aide or Medical Technologist</i> Navotas City Hospital – Laboratory Department
5. Present the Claim Stub and receive the laboratory result at NCH Laboratory	5. Issue the laboratory result.	None	2 Minutes	<i>Laboratory Aide or Medical Technologist</i> Navotas City Hospital – Laboratory
<b>TOTAL:</b>		<b>See City Ordinance No. 2015-08 and No. 2020-03</b>	<b>3 Hours and 50 Minutes</b>	



## Schedule of Fees:

**CITY ORDINANCE NO. 2020-03**

### **NEW FEES**

#### **NAVOTAS CITY HOSPITAL FEES:**

EXAMINATION	RESIDENT	NON-RESIDENT
<b>CLINICAL MICROSCOPY</b>		
Urinalysis	70.00	80.00
Fecalysis	70.00	80.00
Gram's stain	90.00	105.00
Pregnancy Test	90.00	105.00
<b>HEMATOLOGY</b>		
CBC with platelet count	160.00	185.00
CBC with Blood Typing	160.00	185.00
CBC	160.00	185.00
Platelet Count	160.00	185.00
Hemoglobin	160.00	185.00
Hematocrit	160.00	185.00
<b>BLOOD CHEMISTRY</b>		
Blood Urea Nitrogen (BUN)	115.00	135.00
Blood Uric Acid ( BUA)	115.00	135.00
Creatinine	115.00	135.00
Lipid Profile ( Chole, TG, HDL, LDL)	565.00	650.00
HDL/LDL	290.00	335.00
HDL	290.00	335.00
LDL	290.00	335.00
Total Cholesterol	115.00	135.00
Triglycerides	170.00	195.00
SGOT	115.00	135.00
SGPT	115.00	135.00
FBS (Glucose)	90.00	105.00
OGTT 50 g	980.00	1,130.00
OGTT 75 g	980.00	1,130.00
<b>SEROLOGY &amp; BLOOD BANK</b>		
HBsAg	250.00	290.00
VDRL test	145.00	165.00
ABO with RH Typing	115.00	135.00
Drug Testing	290.00	335.00



CITY ORDINANCE NO. 2015-08 .....P4  
ANNEX 1

Send Out Laboratory Specimen	HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	WARD/OPD	PRIVATE/ER	WARD/OPD	PRIVATE/ER
<b>Clinical Microscopy</b>				
24 Hrs Urine Protein Determination	275.00	285.00	330.00	342.00
Urine Albumin	275.00	285.00	330.00	342.00
Urine Sugar	110.00	115.00	132.00	138.00
Pregnancy Test	115.00	120.00	138.00	144.00
Semen Analysis	105.00	110.00	126.00	132.00
Occult Blood	110.00	115.00	132.00	138.00
Smear for Amoeba	90.00	90.00	108.00	108.00
<b>Bacteriology</b>				
Indian Ink	250.00	260.00	300.00	312.00
Stone Analysis	1,265.00	1,320.00	1518.00	1584.00
Water Analysis (2-Parameters)	780.00	810.00	936.00	972.00
Water Analysis (3-Parameters)	1,035.00	1,080.00	1242.00	1296.00
<b>Blood Chemistry Examination</b>				
Albumin	140.00	145.00	168.00	174.00
Alkaline Phosphate	150.00	160.00	180.00	192.00
Ammonia	1,100.00	1,140.00	1320.00	1368.00
Calcium	150.00	160.00	180.00	192.00
Carbon Dioxide	345.00	360.00	414.00	432.00
Crea Clearance	325.00	340.00	390.00	408.00
Ferritin	1,265.00	1,320.00	1518.00	1584.00
Fluid Analysis(CSF, Pleural, Ascitis,Pericardial, Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
Fluid LDH (CSF,Pleural, Ascitis,Pericardial,Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
High Sensitive CRP	805.00	840.00	966.00	1008.00
HBA1-C	555.00	580.00	666.00	696.00
Inorganic Phosphorus	260.00	270.00	312.00	324.00
Ionized Calcium	635.00	660.00	762.00	792.00
Iron	460.00	480.00	552.00	576.00
Glucose	255.00	265.00	306.00	318.00
75 gms OGTT	835.00	870.00	1002.00	1044.00
50 gms OGCT	835.00	870.00	1002.00	1044.00
Magnesium	330.00	350.00	396.00	420.00
Lead	1,380.00	1,440.00	1656.00	1728.00
Lipid Profile	490.00	510.00	588.00	612.00
Lipoprotein	670.00	700.00	804.00	840.00
TPAG	260.00	265.00	312.00	318.00
Bilirubin (Total , B1 and B2)	180.00	180.00	216.00	216.00
B1B2	255.00	265.00	306.00	318.00
TIBC+ Iron	980.00	1,020.00	1176.00	1224.00
Total Acid Phosphate	230.00	240.00	276.00	288.00
Total Calcium	150.00	160.00	180.00	192.00
Total Protein	140.00	145.00	168.00	174.00
Total Protein A/G Ratio	225.00	235.00	270.00	282.00
Total Acid Phosphatase	230.00	240.00	276.00	288.00
K	175.00	180.00	210.00	216.00
Na	175.00	180.00	210.00	216.00
Cl	175.00	180.00	210.00	216.00
Na/K/Cl	485.00	505.00	582.00	606.00
Phosphorus	185.00	195.00	222.00	234.00
Serum Albumin	225.00	235.00	270.00	282.00
Serum Insulin	1,150.00	1,200.00	1380.00	1440.00
<b>Enzymes</b>				
Cortisol	855.00	890.00	1026.00	1068.00
Estradiol/Estrogen	1,495.00	1,560.00	1794.00	1872.00
FSH	805.00	840.00	966.00	1008.00



CITY ORDINANCE NO. 2015-08 .....P5  
ANNEX 2

FT3,FT4 (RIA)	510.00	530.00	612.00	636.00
F4(ECLIA)	760.00	795.00	912.00	954.00
LH	805.00	840.00	966.00	1008.00
Progesterone	1,610.00	1,680.00	1932.00	2016.00
Prolactin	805.00	840.00	966.00	1008.00
T3(ECLIA)	335.00	350.00	402.00	420.00
T3,T4 (RIA ) each	635.00	660.00	762.00	792.00
T4 (ECLIA)	335.00	350.00	402.00	420.00
Testosterone	1,380.00	1,440.00	1656.00	1728.00
Thyroglobulin (ECLIA)	1,840.00	1,920.00	2208.00	2304.00
Thyroglobulin (IRMA)	2,245.00	2,340.00	2694.00	2808.00
TSH(ECLIA)	575.00	600.00	690.00	720.00
TSH(IRMA)	920.00	960.00	1104.00	1152.00
<b>Enzymes</b>				
Amylase	290.00	300.00	348.00	360.00
CPK	440.00	460.00	528.00	552.00
CPKMB	665.00	690.00	798.00	828.00
CPKMM	665.00	690.00	798.00	828.00
GGTP	950.00	990.00	1140.00	1188.00
Lipase	335.00	350.00	402.00	420.00
LDH	185.00	195.00	222.00	234.00
Prostatic Acid	315.00	325.00	378.00	390.00
TROP I	1,265.00	1,320.00	1518.00	1584.00
TROP T	1,150.00	1,200.00	1380.00	1440.00
<b>Drug Abuse (Qualitative)</b>				
Barbituates	370.00	385.00	444.00	462.00
Benzodiazepine	370.00	385.00	444.00	462.00
Cannabinoids/ Methamphetamine	345.00	360.00	414.00	432.00
Cocaine	370.00	385.00	444.00	462.00
Cotine	345.00	360.00	414.00	432.00
Ecstasy	370.00	385.00	444.00	462.00
Opiates	370.00	385.00	444.00	462.00
Phencyclinide	370.00	385.00	444.00	462.00
<b>Drug Monitoring</b>				
Confirmatory Test (marijuana)	1,380.00	1,440.00	1656.00	1728.00
Confirmatory (Shabu)	1,380.00	1,440.00	1656.00	1728.00
Digoxin	830.00	870.00	996.00	1044.00
<b>Hematology</b>				
APAS Work up	5,750.00	6,000.00	6900.00	7200.00
Bleeding Time	75.00	80.00	90.00	96.00
Clotting Time	60.00	60.00	72.00	72.00
Cross Matching	165.00	170.00	198.00	204.00
Dengue Antigen	1,495.00	1,560.00	1794.00	1872.00
Dengue Antibody IgM	1,150.00	1,200.00	1380.00	1440.00
Dengue Antibody IgG	1,150.00	1,200.00	1380.00	1440.00
DRV(T(Dilute Russel Viper Venom Time)	1,955.00	2,040.00	2346.00	2448.00
Electrophoresis (Hemoglonin)	3,795.00	3,960.00	4554.00	4752.00
Electrophoresis ( Protein)	4,255.00	4,440.00	5106.00	5328.00
ESR	115.00	120.00	138.00	144.00
Fibrinogen Degradation Product	1,100.00	1,140.00	1320.00	1368.00
Lupus Anti Coagulation	3,450.00	3,600.00	4140.00	4320.00
Malarial Smear	150.00	160.00	180.00	192.00
Peripheral Smear	150.00	160.00	180.00	192.00
Protein	95.00	100.00	114.00	120.00
Prothrombin Time	290.00	300.00	348.00	360.00
PTT (APTT)	405.00	420.00	486.00	504.00
SCT (Silica Clotting Time)	2,015.00	2,100.00	2418.00	2520.00
WBC Count	115.00	120.00	138.00	144.00
<b>Hepatitis Profile</b>				
Hepatitis Profile (A,B&C)	4,060.00	4,240.00	4872.00	5088.00



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ANNEX 3

Hepatitis (A&B)	2,820.00	2,940.00	3384.00	3528.00
HBsAG screening	325.00	340.00	390.00	408.00
HBeAg	445.00	464.00	534.00	556.80
ANTI-HBs	280.00	290.00	336.00	348.00
Hepatitis B Profile- full panel	2,300.00	2,400.00	2760.00	2880.00
Hepatitis C Profile	1,360.00	1,420.00	1632.00	1704.00
HAV IgM	505.00	525.00	606.00	630.00
HAV IgG	545.00	565.00	654.00	678.00
Anti-HCV	750.00	780.00	900.00	936.00
Anti-CMV IgM	1,170.00	1,220.00	1404.00	1464.00
Anti-CMV IgG	920.00	960.00	1104.00	1152.00
<b>Hepatitis Markers</b>				
HBsAg w/ Titer	255.00	270.00	306.00	324.00
Anti HBE	445.00	465.00	534.00	558.00
Anti HBcIgM	460.00	480.00	552.00	576.00
Anti HBc Total	455.00	475.00	546.00	570.00
Anti HAV Igm	505.00	525.00	606.00	630.00
Anti HAV IgM	545.00	565.00	654.00	678.00
Anti- HCV	750.00	780.00	900.00	936.00
Hepa Profile 1 (Hepa B Screening)	535.00	560.00	642.00	672.00
Hepa Profile ( Hepa B-Full Panel)	2,300.00	2,400.00	2760.00	2880.00
Hepa Profile (Hepa A&B Profile)	2,820.00	2,940.00	3384.00	3528.00
Hepa Profile (Hepa A,B&C Profile)	4,060.00	4,240.00	4872.00	5088.00
HBV -DNA	5,750.00	6,000.00	6900.00	7200.00
<b>Histopathology/Cytology</b>				
Cell Block	750.00	780.00	900.00	936.00
ER/PR Assay	5,175.00	5,400.00	6210.00	6480.00
ER/PR/HERZNEU	7,130.00	7,440.00	8556.00	8928.00
HERZNEU	3,335.00	3,480.00	4002.00	4176.00
FNAB Smear (max 4 Slides)	450.00	470.00	540.00	564.00
FNAB Smear (max 5-8 Slides)	900.00	940.00	1080.00	1128.00
FNAB Smear (max 9-12 Slides)	1,350.00	1,405.00	1620.00	1686.00
Gastric Biopsy for H pylori	1,150.00	1,200.00	1380.00	1440.00
<b>Histopathology/Cytology</b>				
a. Small	750.00	780.00	900.00	936.00
b. Medium	1,100.00	1,140.00	1320.00	1368.00
c.Large	1,440.00	1,500.00	1728.00	1800.00
d.Extra -Large	2,645.00	2,760.00	3174.00	3312.00
PAP Smear (reading)	260.00	270.00	312.00	324.00
PAP Smear (collection)	260.00	270.00	312.00	324.00
<b>SURE PATH</b>				
Reading & Collection w/ Processing	1,380.00	1,440.00	1656.00	1728.00
Reading w/ Processing	575.00	600.00	690.00	720.00
<b>Immunology</b>				
Ferritin	1,265.00	1,320.00	1518.00	1584.00
Ferritin w/ Titer	1,955.00	2,040.00	2346.00	2448.00
Homocysteine Assay	2,760.00	2,760.00	3312.00	3312.00
Parathyroid Hormone	1,955.00	1,955.00	2346.00	2346.00
Rubella IgG	920.00	920.00	1104.00	1104.00
Rubella IgM	2,300.00	2,300.00	2760.00	2760.00
Total IgE	980.00	980.00	1176.00	1176.00
Troponin I	1,265.00	1,320.00	1518.00	1584.00
Troponin T Quality	1,265.00	1,320.00	1518.00	1584.00
Troponin T Quantity	2,760.00	2,880.00	3312.00	3456.00
Vit D 25 Hydroxy (ECLIA)	2,760.00	2,880.00	3312.00	3456.00



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ANNEX 4

<b>Serology</b>				
ANA	855.00	890.00	1026.00	1068.00
ANA w/ dilution	1,265.00	1,320.00	1518.00	1584.00
Arterial Bld Gas	230.00	240.00	276.00	288.00
ASO	335.00	350.00	402.00	420.00
CMV Screening	920.00	960.00	1104.00	1152.00
CRP w/ dilution	590.00	615.00	708.00	738.00
Dengue NSI	1,495.00	1,560.00	1794.00	1872.00
D-Dimer	3,220.00	3,360.00	3864.00	4032.00
H. Pylori IGM (Quanti)	2,300.00	2,400.00	2760.00	2880.00
H. Pylori IGG (Quanti)	2,300.00	2,400.00	2760.00	2880.00
HIV (AIDS) Quantitative	1,035.00	1,080.00	1242.00	1296.00
HIV (AIDS) Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	1,035.00	1,080.00	1242.00	1296.00
HSV Screening	920.00	960.00	1104.00	1152.00
Rheumatoid Factors	290.00	300.00	348.00	360.00
RA/RF	290.00	300.00	348.00	360.00
RA/RF w/ dilution	590.00	615.00	708.00	738.00
Rubella Screening	920.00	960.00	1104.00	1152.00
TORCH TEST 4 parameters screening	2,875.00	3,000.00	3450.00	3600.00
Toxoplasma Screening	920.00	960.00	1104.00	1152.00
TP-PA Quali	505.00	525.00	606.00	630.00
TP-PA w/ dilution	1,725.00	1,800.00	2070.00	2160.00
Typhidot	1,150.00	1,200.00	1380.00	1440.00
<b>Tumor Marker/Others</b>			0.00	0.00
AFP	835.00	870.00	1002.00	1044.00
AFP-w/ dilution	1,265.00	1,320.00	1518.00	1584.00
AHBC (Total)	495.00	520.00	594.00	624.00
AHBE	495.00	520.00	594.00	624.00
B-HCG	920.00	960.00	1104.00	1152.00
CA 125 (ovarian)	2,300.00	2,400.00	2760.00	2880.00
CA 15-3 (breast)	1,840.00	1,920.00	2208.00	2304.00
CA 19-9 (Colon)	2,420.00	2,520.00	2904.00	3024.00
CA 125 w/ dilution	2,300.00	2,400.00	2760.00	2880.00
CA15-3 w/ dilution	2,185.00	2,280.00	2622.00	2736.00
CA 19-9 w/dilution	2,645.00	2,760.00	3174.00	3312.00
CA 72-4 (GI CA)	3,450.00	3,600.00	4140.00	4320.00
CA 72-4 (GI CA) w/Titer	4,600.00	4,800.00	5520.00	5760.00
CEA	840.00	880.00	1008.00	1056.00
CEA w/ dilution	1,265.00	1,320.00	1518.00	1584.00
CRP	290.00	300.00	348.00	360.00
C3 complement	635.00	660.00	762.00	792.00
Direct Coomb's Test	260.00	270.00	312.00	324.00
Free PSA + Total PSA	2,130.00	2,220.00	2556.00	2664.00
Indirect Coomb's Test	330.00	345.00	396.00	414.00
Other component(FFP, etc)	930.00	970.00	1116.00	1164.00
Packed RBC with donor	1,455.00	1,520.00	1746.00	1824.00
Packed RBC without donor	1,455.00	1,520.00	1746.00	1824.00
PSA	1,265.00	1,320.00	1518.00	1584.00
PSA w/ dilution	1,725.00	1,800.00	2070.00	2160.00
PC with donor	930.00	970.00	1116.00	1164.00
PC without donor	930.00	970.00	1116.00	1164.00
RPR - Quality	130.00	135.00	156.00	162.00
RPR - Quantity	345.00	360.00	414.00	432.00
Salmonella	1,210.00	1,260.00	1452.00	1512.00
VDRL (syphilis)	400.00	415.00	480.00	498.00
Whole Blood with donor	1,985.00	2,070.00	2382.00	2484.00
Whole Blood w/o do	1,985.00	2,070.00	2382.00	2484.00
<b>Bacteriology</b>				
Blood C/S	635.00	660.00	762.00	792.00
fungal	345.00	360.00	414.00	432.00
C&S exudate	575.00	600.00	690.00	720.00
C&S stool	575.00	600.00	690.00	720.00
C&S urine	575.00	600.00	690.00	720.00
CSF and other sterile body fluids	575.00	600.00	690.00	720.00
Gram Stain	135.00	140.00	162.00	168.00
AFB Stain	130.00	135.00	156.00	162.00
KOH Mount	160.00	165.00	192.00	198.00
Others (specimen not indicated in the list above)	575.00	600.00	690.00	720.00
Discharges (vaginal, penile,urethral,etc	575.00	600.00	690.00	720.00
Swab (throat , nasal wound, ear, nose, etc	575.00	600.00	690.00	720.00





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ANNEX 5

<b>Imaging Test</b>			0.00	0.00
Mammography	1,495.00	1,560.00	1794.00	1872.00
Pulmonary Function Test	980.00	1,020.00	1176.00	1224.00
Treadmill	1,610.00	1,680.00	1932.00	2016.00
ECG	345.00	360.00	414.00	432.00
<b>Automated</b>				
Blood C/S (Oxoid)	1,610.00	1,680.00	1932.00	2016.00
<b>Culture with all auto ID/MIC</b>				
Blood	1,840.00	1,920.00	2208.00	2304.00
Urine	1,840.00	1,920.00	2208.00	2304.00
CSF	1,840.00	1,920.00	2208.00	2304.00
Body Fluids	1,840.00	1,920.00	2208.00	2304.00
Sputum	1,610.00	1,680.00	1932.00	2016.00
Abscess	1,610.00	1,680.00	1932.00	2016.00
Urine	1,610.00	1,680.00	1932.00	2016.00
<b>Others</b>				
Discharges	1,610.00	1,680.00	1932.00	2016.00
Swab	1,610.00	1,680.00	1932.00	2016.00
Fungal Culture	1,610.00	1,680.00	1932.00	2016.00
Fungal Sensitivity	920.00	960.00	1104.00	1152.00



LABORATORY RATES	NAVOTAS LYING IN CLINIC		HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	Resident	Non Resident	OPD/WARD	ER/PRIVATE	OPD/WARD	ER/PRIVATE
<b>CLINICAL MICROSCOPY</b>						
Fecalysis	40.00	48.00	60.00	70.00	72.00	84.00
Pregnancy test	60.00	72.00	75.00	100.00	90.00	120.00
Urinalysis	40.00	48.00	60.00	70.00	72.00	84.00
<b>HEMATOLOGY</b>						
CBC (automated)	100.00	120.00	140.00	180.00	168.00	216.00
CBC with platelet count	120.00	144.00	140.00	180.00	168.00	216.00
CBC with blood typing	120.00	144.00	140.00	180.00	168.00	216.00
Hemoglobin	100.00	120.00	140.00	180.00	168.00	216.00
Hematocrit	100.00	120.00	140.00	180.00	168.00	216.00
Platelet count	100.00	120.00	140.00	180.00	168.00	216.00
<b>MICROSCOPY</b>						
Gram stain smear	60.00	72.00	75.00	180.00	90.00	216.00
Acid Fast Bacilli staining(sputum exam)	60.00	72.00	75.00	100.00	90.00	120.00
<b>BLOOD CHEMISTRY</b>						
FBS-Blood Glucose test (strips)	40.00	48.00	50.00	70.00	60.00	84.00
Fasting Blood Sugar	60.00	72.00	75.00	100.00	90.00	120.00
Cholesterol	80.00	96.00	100.00	110.00	120.00	132.00
High Density Lipoprotein (HDL)	250.00	320.00	250.00	250.00	300.00	300.00
Low Density Lipoprotein (LDL)	250.00	750.00	250.00	250.00	300.00	300.00
HDL/LDL package	220.00	264.00	250.00	300.00	300.00	360.00
Triglycerides	120.00	144.00	150.00	180.00	180.00	216.00
Lipid Profile( Chole, TG, HDL,LDL)	400.00	480.00	490.00	550.00	588.00	660.00
BUN	80.00	96.00	100.00	110.00	120.00	132.00
Creatinine	80.00	96.00	100.00	110.00	120.00	132.00
Blood Uric Acid (BUA)	80.00	96.00	100.00	110.00	120.00	132.00
SGPT	80.00	96.00	100.00	120.00	120.00	144.00
SGOT	80.00	96.00	100.00	120.00	120.00	144.00
<b>SEROLOGY and BLOOD BANK</b>						
ABO+Rh typing	80.00	96.00	100.00	130.00	120.00	156.00
HBsAg	160.00	192.00	220.00	280.00	264.00	336.00
VDRL test	100.00	120.00	125.00	150.00	150.00	180.00
<b>OTHERS</b>						
Drug Testing	250.00	300.00	300.00	350.00	360.00	420.00
Newborn Screening	600.00	600.00	600.00	600.00	600.00	600.00



## MEDICAL RECORDS SECTION

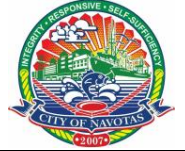
### 7. ISSUANCE OF CERTIFICATE OF LIVE BIRTH

The Certificate of Live Birth (COLB) is the primary legal document that establishes the identity of an individual. Provision of the document is one of the major services to parent/s of newborn delivered in the hospital, provided they have completed the preliminary data prior to the patient/s discharge from the facility. Clients are instructed to claim the copy after two (2) weeks or within the one (1) month registration period prescribed by the Philippine Statistics Authority as mandated by the Civil Registry Law (Act No. 3753).

<b>Office or Division:</b>	Navotas City Hospital – Medical Records Section
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	Parent/s whose children were born in the Navotas City Hospital
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>Unmarried Parents</b>	
Valid ID of Parents (1 original, 1 photocopy)	Any government or private office issuing valid IDs
Community Tax Certificate/s (Cedula) of unmarried parents of legal age (1 original)	City Treasurer's Office – Windows 7 or 8, 2/F Navotas City Hall
Community Tax Certificate (Cedula) of guardian (if parent/s is/are minor/s) (1 original)	City Treasurer's Office – Windows 7 to 10, 2/F Navotas City Hall
Valid ID of guardian/s (if parent/s is/are minor/s) (1 original, 1 photocopy)	Any government or private office issuing valid IDs
Affidavit to Use the Surname of the Father (AUSF) (3 photocopies)	Any Notary Public or Public Attorney's Office
Claim Stub (1 original)	Navotas City Hospital – Nurse Station
<b>Married Parent</b>	
Valid ID of Parents (1 original, 1 photocopy)	Any government or private office issuing valid IDs
Marriage Certificate (if married) (1 photocopy)	City Civil Registry Office – Window 4 or PSA – Civil Registration and Services Division
Community Tax Certificate/s (Cedula) of married parents legal age (1 original)	City Treasurer's Office – Windows 7 to 10, 2/F Navotas City Hall
Claim Stub (1 original)	Navotas City Hospital – Nurse Station
<b>Single Parent</b>	
Community Tax Certificate (Cedula) of single parent of legal age (1 original)	City Treasurer's Office – Windows 7 to 10, 2/F Navotas City Hall
Community Tax Certificate (Cedula) of guardian (if parent is a minor) (1 original)	City Treasurer's Office – Windows 7 to 10, 2/F Navotas City Hall
Valid ID of guardian/s (if parent/s is/are minor/s) (1 original, 1 photocopy)	Any government or private office issuing valid IDs
Claim Stub (1 original)	Navotas City Hospital – Nurse Station
<b>Muslim Parent/s</b>	



Valid ID of Parent/s (1 original, 1 photocopy)		Any government or private office issuing valid IDs		
Valid ID of guardian/s (if parent/s is/are minor/s) (1 original, 1 photocopy)		Any government or private office issuing valid IDs		
Muslim Birth Attachment for Islam Parent/s (4 original)		Navotas City Hospital – Medical Records Section		
Claim Stub (1 original)		Navotas City Hospital – Nurse Station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Completely fill-out the Draft Form, sign the data privacy disclaimer, and submit the Draft Form to the Nurse Station.</p> <p>1.1 Receive the Claim Stub and proceed to the Navotas City Hospital – Medical Records Section after 10 working days.</p> <p>* Make sure to secure the Claim Stub that will be issued.</p>	<p>1. Assist the client in filling-out the Draft Form, ask the client to sign the data privacy disclaimer, and receive the Draft Form.</p> <p>1.1 Issue the Claim Stub and instruct the client to proceed to the Navotas City Hospital – Medical Records Section after 10 working days.</p>	<p>None</p> <p>None</p>	<p>10 Days and 11 Minutes</p>	<p><i>Nurse</i> Navotas City Hall – Nurse Station</p>
<p>2. Submit the required documents at NCH Medical Records Section.</p> <p>2.1 If unmarried, receive the AUSF and COLB, obtain three (3) photocopies of the AUSF, check the entries and sign the four (4) respective copies of the AUSF and</p>	<p>2. Receive the required documents and check for completeness and authenticity.</p> <p>2.1 If unmarried, process the AUSF and COLB, ask the client to obtain three (3) photocopies of the AUSF,</p>	<p>None</p> <p>None</p>	<p>1 minute</p> <p>20 Minutes</p>	<p><i>Records Clerk</i> Navotas City Hospital – Medical Records Section</p>



COLB.	check the entries in the AUSF and COLB, and apply correction/s, if any.			
2.1.1 If married, check the entries in the COLB and sign the four (4) copies.	2.1.1 If married, ask the client to check the entries in the COLB, and apply correction/s, if any.	None	10 Minutes	
2.2 If unmarried, receive the three (3) respective copies of the AUSF and COLB and proceed to the Navotas City Hospital – Local Civil Registry Office (LCRO) for registration of the documents.	2.2 If unmarried, issue three (3) copies of AUSF and COLB and instruct the client to register the documents at the LCRO.	None	1 Minute	
2.2.1 If married, return to the Navotas City Hospital – Medical Records Section after five (5) working days to receive the LCRO-registered copy.	2.2.1 If married, instruct the client to claim the LCRO-registered copy after five (5) working days and issue three (3) copies of the document upon return of the client.	None	5 Days and 1 Minute	
<b>Total:</b>		<b>None</b>	<b>If unmarried – 10 Days and 33</b>	



		<b>Minutes</b>  <b>If married – 15 Days and 23 Minutes</b>	
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## 8. ISSUANCE OF DEATH CERTIFICATE

The Certificate of Death is a permanent legal record which contains an individual's death information and has various and vital uses to the bereaved family member/s or relative/s. It is a registrable act and event under the Civil Registry Law-Act No. 3753. The document once duly signed by the physician who pronounced the death of the patient is made available to the relative provided, they are cleared from any liability in the hospital and to those who refused for autopsy of the expired patient (applicable to external cause of death).

<b>Office or Division:</b>	Navotas City Hospital – Medical Records Section		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who May Avail:</b>	Immediate Relative of the Expired Patient		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Expired Patient with Immediate Relative</b>			
Valid ID of the Expired Patient (1 photocopy)		Any government or private office issuing valid IDs	
Valid ID of the Immediate Relative (1 photocopy)		Any government or private office issuing valid IDs	
<b>Expired Patient with No Immediate Relative</b>			
Affidavit of Undertaking (1 original, 1 photocopy)		Any Notary Public or Public Attorney's Office	
Valid ID of the Claimant (1 photocopy)		Any government or private office issuing valid IDs	
<b>Expired Patient with Unknown Cause of Death</b>			
Valid ID of the Expired Patient (1 photocopy)		Any government or private office issuing valid IDs	
Valid ID of the Immediate Relative or Claimant (1 photocopy)		Any government or private office issuing valid IDs	
Sworn Statement for Undetermined or Unknown Cause of Death (External Cause of Death) (1 original)		Any Notary Public or Public Attorney's Office	
<b>Expired Patients with No Proper Identification</b>			
Valid ID of the Claimant (1 photocopy)		Any government or private office issuing valid IDs	
Affidavit in the Absence of Proper Identification (1 original)		Notary Public or Public Attorney's Office	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at NCH Medical Records Section.	1. Receive the required documents and check for completeness and authenticity.	None	1 Minute	<i>Records Clerk</i> Navotas City Hospital – Medical Records Section
2. Check, correct and/or complete the entries in the Death Certificate Draft Form including the data privacy disclaimer.	2. Verify with the relative the correctness and completeness of entries on the Death Certificate Draft Form.	None	10 Minutes	<i>Records Clerk</i> Navotas City Hospital – Medical Records Section
2.1 Check and/or correct the entries in the Death Certificate.	2.1 Process the Death Certificate based on the verified Death Certificate Draft Form and verify with the relative the correctness and completeness of entries.	None		
3. Sign and receive the document and return one (1) signed copy to the Navotas City Hospital – Medical Records Section.	3. Issue four (4) copies of the Death Certificate for signature.	None	4 Minutes	<i>Records Officer</i> Navotas City Hospital – Medical Records Section
3.1 Proceed to the Navotas City Hall – City Civil Registry Office for registration of the document.	3.1 Instruct the client to register the document at the Navotas City Hall – City Civil Registry Office.	None		
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	



## 9. ISSUANCE OF REQUESTED MEDICAL CERTIFICATE, CLINICAL ABSTRACT, INSURANCE CLAIM FORM, LATE COLB REGISTRATION AND OTHER MEDICAL RECORDS

Release of health information is limited to the patient or his authorized representative in the form of signed medical certificate, clinical abstract, operative techniques, insurance claims, laboratory results and other documents as maybe allowed by the attending physician or the higher hospital authority in the event of Court Orders and Request from Government Regulatory Agencies and Institutions. A waiver or disclaimer for Data Privacy is signed by the patient or authorized representative before any requested document is released in accordance to Republic Act 10173 or the Data Privacy Act of 2012.

<b>Office or Division:</b>	Navotas City Hospital – Medical Records Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Issuance of Medical Records (Requested)- Medical Certificates/Clinical Abstract/Insurance Claim Forms/Late COLB Registration and Other Medical Records			
<b>Who May Avail:</b>	Patient Examined/Treated or Confined in the Hospital			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Principal</b>				
Valid ID of Patient (1 photocopy)		Any government or private office issuing valid IDs		
Proof of Checkup or Confinement (1 original)		Navotas City Hospital department where medical service was availed		
Fully Accomplished Request Form (1 original)		Navotas City Hospital – Medical Records Section		
<b>Representative</b>				
Valid ID of Patient (1 photocopy)		Any government or private institution issuing valid IDs		
Valid ID of Authorized Representative (Requestor and/or Claimant) (1 photocopy)		Any government or private institution issuing valid IDs		
Authorization Letter (1 original)		Patient		
Proof of Checkup or Confinement (1 original)		Navotas City Hospital department where medical service was availed		
Fully Accomplished Request Form (1 original)		Navotas City Hospital – Medical Records Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at NCH-Medical Records Section.	1. Receive the required documents, check for completeness and validate the identity of the requestor.	None	1 Minute	Records Clerk Navotas City Hospital – Medical Records Section
	1.1 If identity of	None		





* Make sure to secure the claim stub that will be issued.	the requestor is validated, return the Proof of Confinement or Check-up and issue the Claim Stub.			
2. Wait for the requested document/s to be completely processed.	2. Process the request.	None	5 Days	<i>Records Clerk Navotas City Hospital – Medical Records Section</i>
3. Return to the Navotas City Hospital – Medical Records Section and present the Claim Stub along with a valid ID of the patient and claimant.	3. Validate the Claim Stub and identity of the claimant.	None	1 Minute	<i>Records Clerk Navotas City Hospital – Medical Records Section</i>
3.1 Receive the requested documents and sign the data privacy disclaimer.	3.1 If identity of the claimant is validated, return the valid ID/s, issue the requested document/s and ask the claimant to sign the data privacy disclaimer.	None		
<b>TOTAL:</b>		<b>None</b>	<b>5 Days and 2 Minutes</b>	



## 10. ISSUANCE OF MEDICAL CERTIFICATE

The medical certificate as a proof of a patient's checkup/consultation or confinement in the hospital is provided within the day. The patient or authorized representative must secure a request from the Nurse on Duty and have to sign in the Data Privacy Disclaimer form in compliance to Republic Act 10173 or the Data Privacy Act of 2012.

<b>Office or Division:</b>	Navotas City Hospital – Medical Records Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Patient Examined/Treated or Confined in The Hospital			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Fully Accomplished Request Form (1 original)		Navotas City Hospital – Nurse Station		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required document at NCH-Nurse Station.	1. Receive the required document and check for completeness of entries.  1.1 Forward the Request Form to the Medical Records Section for processing of the Medical Certificate.	None  None	1 Minute	<i>Nurse</i> Navotas City Hospital – Nurse Station
2. Receive the Medical Certificate.  2.1 Sign the data privacy disclaimer.	2. Issue the Medical Certificate.  2.1 Ask the client to sign the data privacy disclaimer.	None  None	5 Minutes	<i>Records Clerk</i> Navotas City Hospital – Medical Records Section
3. Return to the Nurse-on-Duty and submit the Medical Certificate for further processing.	3. Receive the Medical Certificate and affix the physician's signature.	None	5 Minutes	<i>Attending Physician</i> Navotas City Hospital – Nurse Station



4. Return to the Medical Records Section and submit the Medical Certificate for further processing.	4. Receive the Medical Certificate and affix the dry seal.	None	1 Minute	Records Clerk Navotas City Hospital – Medical Records Section
4.1 Receive the final Medical Certificate.	4.1 Issue the final Medical Certificate.	None		
<b>TOTAL:</b>		<b>None</b>	<b>12 Minutes</b>	

## MEDICAL SOCIAL SERVICE DEPARTMENT

### 11. ENROLLMENT OF PATIENT THRU POINT OF SERVICE (POS)

The POS is a program provided in the Government Appropriations Act (GAA) to cover all Filipinos under the National Health Insurance Program (NHIP), including the unregistered and inactive registered members especially those who are financially unable. Filipino citizens who will be included under the POS Program must be admitted in a ward type of room and classified as financially incapable to pay his/her PhilHealth contribution according to the DOH classification on indigents. Members availing of this program shall be included in the PhilHealth membership record for possible addition in the list of indigent beneficiaries whose premiums are to be shouldered by the National Government. Patients should be enrolled within 72 hours upon admission.

<b>Office or Division:</b>	Navotas City Hospital – Medical Social Service (MSS) Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	Admitted patients with no active PhilHealth			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Any of the following: Birth Certificate (1 photocopy) Valid ID (2 pieces) 1 photocopy) Baptismal Certificate (1 photocopy)		PSA – Civil Registration & Services Division Any government or private office issuing valid IDs Church where patient was baptized, Parish Office – Secretary's Desk		
PhilHealth Membership Record Form (PMRF) (1 original)		Navotas City Hospital – MSS Department or can be downloaded through PhilHealth website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at NCH MSS Department	1. Receive the required documents, check for completeness and verify	None	2 Minutes	Medical Social Worker Navotas City Hospital – MSS Department



	authenticity.			
2. Fill-out the PMRF.	2. Assist client in filling-out the PMRF.	None	10 Minutes	<i>Medical Social Worker</i> Navotas City Hospital – MSS Department
3. Provide the necessary information for encoding to the POS Portal.	3. Encode the necessary information to the POS Portal.	None	10 Minutes	<i>Medical Social Worker</i> Navotas City Hospital – MSS Department
	3.1 Assess the patient/relative to identify if POS Capable or POS Incapable.	None		
	3.1.1 If classified as A or C1 (Capable), issue Statement of Premium Account (SPA) to the relative.	None		
	3.1.2 If classified as C2, C3 and D (Incapable or Indigent), process under No Balance Billing (NBB) and wait for PhilHealth Pin Number (Registration Form and Certificate of Enrollment) to be processed.	None		



<p>4. If classified as A or C1, pay yearly contribution at PhilHealth Payment Center.</p> <p>* Make sure to secure the Official Receipt, Member's Data Record (MDR) and PhilHealth ID that will be issued.</p> <p>4.1 Photocopy the Official Receipt and return to Navotas City Hospital – MSS Department for printing of Registration Slip and Certificate of Enrollment.</p>	<p>4. Accept payment based on SPA.</p> <p>4.1 Issue Official Receipt, MDR and PhilHealth ID.</p>	<p>None</p> <p>None</p>	<p>10 Minutes</p>	<p>Cashier PhilHealth Payment Center – 5/F Victory Mall</p>
<p>5. Submit the photocopy of the Official Receipt.</p> <p>5.1 Receive the Certificate of Enrollment and Registration Slip.</p>	<p>5. Receive the photocopy of the Official Receipt and encode to the POS Portal for processing.</p> <p>5.1 Issue the Certificate of Enrollment and Registration Slip for processing of discharge.</p>	<p>None</p> <p>None</p>	<p>3 Minutes</p>	<p>Medical Social Worker Navotas City Hospital – Medical Social Service Department</p>
<b>TOTAL:</b>		<b>None</b>	<b>35 Minutes</b>	



## 12. INTERVIEWING OF PATIENTS / RELATIVES FOR CLASSIFICATION (IN-PATIENT)

This transaction is done to classify the patient if Capable (paying) or Incapable (No Balance Billing), and to gather the necessary personal and demographic information about the patient for hospital procedures.

<b>Office or Division:</b>	Navotas City Hospital – Medical Social Service (MSS) Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Admission Slip (1 original, 1 duplicate)		Navotas City Hospital – Emergency Department		
Valid ID (2 pieces) (1 original, 1 photocopy)		Any government or private office issuing valid IDs		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Provide the necessary information for the Admission Slip at NCH Emergency Department.	1. Fill-out the Admission Slip with the personal information of the patient and diagnosis.	None	5 Minutes	<i>Nurse or Nurse Attendant</i> Navotas City Hospital – Emergency Department
* Make sure to secure the Admission Slip that will be issued.	1.1 Issue the Admission Slip to the relative.	None		
2. Present the Admission Slip at NCH-MSS Department	2. Check the Admission Slip.	None	10 Minutes	<i>Medical Social Worker or Social Welfare Assistant</i> Navotas City Hospital – MSS Department
2.1 Provide the necessary information for the interview for patient classification.	2.1 Interview the patient/relative to verify the availability of PhilHealth membership of the patient.	None		
* Make sure to secure the Admission Slip that will be returned.	2.2 Encode the personal information of the patient to BAHMI for	None		



	recording and return the Admission Slip to the relative.			
3. Present the Admission Slip to the Navotas City Hospital – PhilHealth Department for verification of membership.	3. Check the Admission Slip and verify the PhilHealth membership of the patient.	None	5 Minutes	<i>Clerk or Administrative Assistant Navotas City Hospital – PhilHealth Department</i>
3.1 If PhilHealth membership is Active, receive the PhilHealth Benefit Eligibility Form and Admission Slip and proceed to the Navotas City Hospital – Admitting Section for admission of the patient.	3.1 If PhilHealth membership is Active, print the PhilHealth Benefit Eligibility Form and return the Admission Slip to the patient.	None		
3.2 If PhilHealth membership is Inactive, receive the Admission Slip and proceed to the Navotas City Hospital – MSS Department for instructions on enrollment to the Point of Service (POS).	3.2 If PhilHealth membership is Inactive, instruct the client to proceed to the Navotas City Hospital – MSS Department for instructions on enrollment to the Point of Service (POS) and return the Admission Slip to the patient.	None		
4. Receive the List of Requirements for	4. Issue the List of Requirements	None	2 Minutes	<i>Medical Social Worker or Social</i>



POS Enrollment and listen carefully to the instructions at NCH-MSS Dept.	for POS Enrollment and explain the instructions to the relative.			Welfare Assistant Navotas City Hospital – MSS Department
<b>TOTAL:</b>		<b>None</b>	<b>22 Minutes</b>	

### 13. MEDICAL ASSISTANCE PROGRAM (MAP), NAVOTAS HOSPITALIZATION PROGRAM (NHP), AND OFFICE OF THE PRESIDENT SOCIO-CIVIC PROJECT FUND (OPSCPF)

The MAP is a program of the Department of Health (DOH) intended to provide medical assistance to patients seeking consultation, rehabilitation, examination or otherwise confined in government hospitals. The NHP is for Navoteño discharge patients with balances in excess of their PhilHealth coverage in accordance with their diagnosis case rate and PhilHealth classification. Finally, the OPSCPF is a one-stop shop that houses desk representatives from the Department of Social Welfare and Development (DSWD), Philippine Health Insurance Corporation (PhilHealth), Philippine Charity Sweepstakes Office (PCSO) and DOH so that people are able to transact without having to leave the hospital.

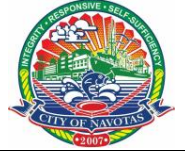
Medical needs that will be covered are in-house laboratory (for approval), ultrasound, x-ray, emergency room (ER) and/or in-patient bill whose total amount is indicated in the Statement of Account (SOA) for Inpatient and Emergency Patients and Charge Slip for Outpatients.

<b>Office or Division:</b>	Navotas City Hospital – Medical Social Service (MSS) Department		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who May Avail:</b>	All Indigent patients of Government Hospitals and Centers (for OPSCPF) All Indigent patients of Government Health Centers and/or Navotas City Hospital (for MAP) All Navoteño patients of Navotas City Hospital (for NHP)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Medical Assistance Program (MAP)</b>			
Application Form (1 original)		Navotas City Hospital – MSS Department	
Medical Certificate (1 original, 1 photocopy)		Navotas City Hospital – Medical Records	
MIS Certification (1 original)		ICT Office, G/F Navotas City Hall	
Barangay Indigency Certificate for Medical Assistance Program (1 original)		Barangay Hall – Secretary's Desk	
Valid ID (2 pieces) (1 original, 1 photocopy)		Any government or private office issuing valid IDs	

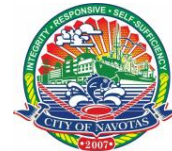




Statement of Account (SOA) (1 original)		Navotas City Hospital – Cashier and Billing Section		
Request of Laboratories, Ultrasound and X-ray (1 original)		Navotas City Hospital – OPD Department		
<b>Navotas Hospitalization Program (NHP)</b>				
Application Form (1 original)		Navotas City Hospital – MSS Department		
Medical Certificate (1 original, 1 photocopy)		Navotas City Hospital – Medical Records		
MIS Certification (1 original)		ICT Office, G/F Navotas City Hall		
Valid ID (2 pieces) (1 photocopy)		Any government or private office issuing valid IDs		
Social Case Study Report (1 original)		CSWD Office, 2/F Navotas City Hall Annex		
Statement of Account (SOA) (1 original)		Navotas City Hospital – Cashier and Billing Section		
<b>Office of the President Socio-Civic Project Fund (OPSCPF)</b>				
Valid ID (2 pieces) (1 photocopy)		Any government or private office issuing valid IDs		
Statement of Account (SOA) (1 original)		Navotas City Hospital – Cashier and Billing Section		
Request of Laboratories, Ultrasound and X-ray (1 original)		Navotas City Hospital – OPD Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide the necessary information for the interview and classification at NCH-MSS Department.	1. Interview the patient/ relative and classify if Capable or Incapable/ Indigent.	None	5 Minutes	<i>Medical Social Worker or Social Welfare Assistant</i> Navotas City Hospital – MSS Department
1.1 Receive the Application Form and List of Requirements for waiving of fees under the MAP, NHP or OPSCPF.	1.1 Explain the instructions and issue the fully-accomplished Application Form and List of Requirements for waiving of fees under the MAP, NHP or OPSCPF.	None		
2. Present the Application Form and submit a valid ID to the Navotas City	2. Check the Application Form, receive the valid ID and start processing the	None	5 Minutes	<i>Cashier</i> Navotas City Hospital – Cashier and Billing Section



<p>Hospital – Cashier and Billing Section for processing of the Patient Clearance Form.</p> <p>2.1 Accomplish the Patient Clearance Form with the respective departments concerned for clearance.</p> <p>* Make sure to secure the two (2) copies of the Patient Clearance Form that will be issued.</p>	<p>Patient Clearance Form.</p> <p>2.1 Issue two (2) copies of the Patient Clearance Form.</p>	None		
<p>3. Accomplish the required documents in the List of Requirements.</p> <p>3.1 Submit the required documents to the Navotas City Hospital – Cashier and Billing Section.</p> <p>3.2 Receive the valid ID previously submitted.</p>	<p>3. Wait for the client to fully accomplish the required documents indicated in the List of Requirements.</p> <p>3.1 Receive the required documents and check for completeness.</p> <p>3.2 If verified to be complete, return the valid ID.</p> <p>3.3 Forward a copy of the Letter of Authority and SOA to the Administrative Office for liquidation.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	1 day and 10 Minutes	<p><i>Cashier</i> Navotas City Hospital – Cashier and Billing Section</p>



	<b>TOTAL:</b>	<b>None</b>	<b>1 Day and 20 Minutes</b>	

## NUTRITION AND DIETETICS SERVICES

### 14. DIABETES EDUCATION AND DIETARY INSTRUCTION

Dietary Instruction is a nutrition counselling session to educate and advise the patient on the diet and lifestyle that is most fit for the health condition of the patient. Diabetes Education involves lectures on insulin injection techniques, glucose monitoring and awareness on diabetes.

<b>Office or Division:</b>	Navotas City Hospital – Nutrition and Dietetics Services			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Endorsement Letter (1 original)		Referring Physician		
Latest Laboratory Results (1 original)		Any Medical Laboratory		
Blood Sugar Monitoring Record (for Diabetes Education Sessions) (1 original)		Any Endocrinologist or Diabetes Educator		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for schedule and present the Endorsement Letter at NCH-Nutrition and Dietetics Services Section	1. Check available schedule with the dietitian.	None	2 Minutes	<i>Dietitian or Dietary Staff</i> Navotas City Hospital – Nutrition and Dietetics Services
1.1 Take note of the advised schedule.	1.1 Advise the patient on his/her schedule.	None		
2. Return on the scheduled date and present the required documents at NCH-Nutrition and Dietetics Services Section	2. Check the required documents, and begin the counselling session.	None	3 Minutes	<i>Dietitian</i> Navotas City Hospital – Nutrition and Dietetics Services
3. Take note of the	3. Advise the	None	1 Minute	<i>Dietitian or Dietary Staff</i>



next schedule of nutrition counselling.	patient on his/her follow-up schedule for nutrition counselling.			Navotas City Hospital – Nutrition and Dietetics Services
<b>TOTAL:</b>		<b>None</b>	<b>6 Minutes</b>	

## OPERATING ROOM

### 15. ADMISSION FOR ELECTIVE OPERATION

Elective Operation is a surgery that is scheduled in advance because it does not involve a medical or surgical emergency.

<b>Office or Division:</b>	Navotas City Hospital – Operating Room/Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Laboratory Request (if any) (1 original)		Navotas City Hospital – Emergency Department		
Charge Slip (1 original)		Navotas City Hospital – Emergency Department		
Valid ID (1 original)		Any government or private office issuing valid IDs		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive Admission Slip at NCH-Emergency Department  * Make sure to secure the Admission Slip that will be issued.	1. Fill-out Admission Slip based on the Surgeon's Admitting Notes and Operating Room Clearance.	None	10 Minutes	<i>Triage Nurse</i> Navotas City Hospital – Emergency Department
2. Present the Admission Slip to the Navotas City Hospital – Admitting Section.  * Make sure to secure the Front	2. Check the Admission Slip and assign a room and/or bed.  2.1 Issue the Front Sheet.	None  None	5 Minutes	<i>Treatment Nurse</i> Navotas City Hospital – Emergency Department



Sheet that will be issued.				
3. Submit the Front Sheet to the Navotas City Hospital – Emergency Department.	3. Receive the Front Sheet, carry out the admitting orders listed, and process the necessary forms for signature.  3.1 Transfer the patient to the ward with proper endorsement.	None  None	30 Minutes	Cashier Navotas City Hospital – Cashier and Billing Section
<b>TOTAL:</b>		<b>None</b>	<b>45 Minutes</b>	

## OUTPATIENT DEPARTMENT

### 16. AVAILMENT OF OUTPATIENT CHECK-UP FOR REFERRED CLIENTS

Referred clients are those that were by their designated barangay health center prior to their visit to the Navotas City Hospital – Outpatient Department (OPD) for availment of outpatient check-up. It is highly recommended to proceed to the designated barangay health center in order to waive the PHP 200 OPD fee at the Navotas City Hospital, hence avail of the OPD check-up for free.

<b>Office or Division:</b>	Navotas City Hospital – Outpatient Department (OPD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral Form (1 original)		Designated Barangay Health Center		
OPD Card (1 original)		Navotas City Hospital – OPD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get a queuing number from the Guard on Duty and wait to be called.	1. Issue a queuing number.	None	1 Minute	Guard on Duty Navotas City Hospital – OPD



2. Wait for the queuing number to be called.  2.1 Present the Referral Form and OPD Card.  * Make sure to secure the new queuing number that will be issued.	2. Call the client's assigned queuing number.  2.1 Check the documents and issue the new queuing number for the Specialty Clinic where the client will be checked.	None  None	4 Minutes	<i>Triage Nurse</i> Navotas City Hospital – OPD
3. Wait for the new queuing number to be called.	3. Call the assigned queuing number.  3.2 Take patient's vital signs and record to the Patient's OPD Chart.  3.3 Forward the Patient's OPD Chart to the specialty clinic where the client will be checked.	None  None  None	10 Minutes	<i>Nursing Aid</i> Navotas City Hospital – OPD
4. Wait for the client's name and assigned queuing number be called.	4. Call the client's name and assigned queuing number.  4.1 Start the check-up.	None	10 Minutes	<i>Physician</i> Navotas City Hospital – Emergency Department
<b>TOTAL:</b>		<b>None</b>	<b>25 Minutes</b>	

## 17. AVAILMENT OF OUTPATIENT CHECK-UP FOR WALK-IN CLIENTS

Walk-in clients are those that were not screened by their designated barangay health center prior to their visit to the Navotas City Hospital – Outpatient Department (OPD) for availment



of outpatient check-up. It is highly recommended to proceed to the designated barangay health center in order to waive the PHP 200 OPD fee at the Navotas City Hospital, hence avail of the OPD check-up for free.

<b>Office or Division:</b>	Navotas City Hospital – Outpatient Department (OPD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Charge Slip (1 original)		Navotas City Hospital – OPD		
Official Receipt (1 original)		Navotas City Hospital – Cashier and Billing Section		
Valid ID (1 original)		Any government or private office issuing valid IDs		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get a queuing number from the Guard on Duty and wait to be called.	1. Issue a queuing number.	None	1 Minute	<i>Guard on Duty</i> Navotas City Hospital – OPD
2. Receive the Charge Slip and new queuing number.  * Make sure to secure the Charge Slip and new queuing number that will be issued.	2. Issue the Charge Slip and new queuing number for the Specialty Clinic where the client will be checked.	None	3 Minutes	<i>Triage Nurse</i> Navotas City Hospital – OPD
3. Pay the required fee at NCH-Cashier & Billing Section.  * Make sure to secure the Official Receipt.	3. Accept the payment based on the Charge Slip.  3.1 Issue the Official Receipt.	OPD fee – PHP 200.00  None	5 Minutes	<i>Cashier</i> Navotas City Hospital – Cashier and Billing Section
4. Wait for the new queuing number to be called at NCH-OPD	4. Call the assigned queuing number.	None	10 Minutes	<i>Nursing Aid</i> Navotas City Hospital – OPD



4.1 Present the Official Receipt.	4.1 Check the Official Receipt.	None		
	4.2 Take patient's vital signs and record to the Patient's OPD Chart.	None		
	4.3 Forward the Patient's OPD Chart to the specialty clinic where the client will be checked.	None		
5. Wait for the client's name and assigned queuing number be called atNCH Emergency Department	5. Call the client's name and assigned queuing number.	None	11 Minutes	Physician Navotas City Hospital – Emergency Department
	5.1 Start the check-up.	None		
<b>TOTAL:</b>		<b>PHP 200.00</b>	<b>30 Minutes</b>	





## 18. AVAILMENT OF ULTRASOUND DIAGNOSTIC PROCEDURE

Ultrasound is a diagnostic procedure that uses high frequency soundwaves. It is used to create an image of internal body structures.

<b>Office or Division:</b>	Navotas City Hospital – Outpatient Department (OPD) – Radiology			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Physician's Ultrasound Request (1 original)		Clinic or Hospital where client was examined		
Charge Slip (1 original)		Navotas City Hospital – Radiology Department		
Official Receipt (1 original)		Navotas City Hospital – Cashier and Billing Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Physician's Ultrasound Request at NCH-OPD Radiology.	1. Receive the required document and record the necessary information.	None	1 Minute	<i>Radiologic Technologist</i> Navotas City Hospital – OPD – Radiology
* Make sure to secure the Charge Slip that will be issued.	1.1 Issue the Charge Slip.	None		
2. Pay the necessary fees at NCH-Cashier and Billing Section.	2. Accept payment based on the Charge Slip.	Refer to Schedule of Fees	4 Minutes	<i>Cashier</i> Navotas City Hospital – Cashier and Billing Section
* Make sure to secure the Official Receipt that will be issued.	2.1 Issue the Official Receipt.	None		
3. Present the Official Receipt at NCH-OPD-Radiology	3. Check the Official Receipt and record the OR number.	None	5 Minutes	<i>Radiologic Technologist</i> Navotas City Hospital – OPD – Radiology
3.1 Carry out the necessary preparations prior to the ultrasound examination.	3.1 Explain to the patient the proper preparations prior to the	None		



	ultrasound examination.			
4. Proceed to the examination room.	4. Conduct the ultrasound examination.	None	10 Minutes	<i>Sonologist or Radiologic Technologist</i> Navotas City Hospital – OPD – Radiology
5. Return to the Navotas City Hospital – Radiology Department after 1 day.	5. Instruct the client to return after 1 day and start processing the ultrasound result.	None	1 Day	<i>Radiologic Technologist</i> Navotas City Hospital – OPD – Radiology
5.1 Receive the ultrasound result.	5.1 Issue the ultrasound result.			
<b>TOTAL:</b>		<b>Refer to Schedule of Fees</b>	<b>1 Day and 20 Minutes</b>	

### Schedule of Fees:

#### CITY ORDINANCE NO. 2020-03

ULTRASOUND SERVICE FEES	RESIDENT	NON-RESIDENT
1. Liver	520.00	600.00
2. Gall bladder	520.00	600.00
3. Pancreas	520.00	600.00
4. Spleen	520.00	600.00
5. Kidney	520.00	600.00
6. Urinary bladder	520.00	600.00
7. Prostate	520.00	600.00
8. Pelvic Plain ( Pregnant/ Non Pregnant	520.00	600.00
9. BPS (Biophysical Scoring)	980.00	1,130.00
10. Scrotal	690.00	800.00
11. HBT+ Liver+ GB	920.00	1,060.00
12. Liver +GB+Pancreas+Spleen	920.00	1,060.00
13. KUB (Kidney+Urinary Bladder)	920.00	1,060.00
14. Pelvic+ KUB	1,150.00	1,325.00
15. HBT +KUB	1,440.00	1,660.00
16. KUB+Prostate	1,035.00	1,190.00
17. Whole abdomen	1,725.00	1,985.00
18. Upper abdomen	1,610.00	1,850.00
19. Lower abdomen	1,120.00	1,290.00
20. TVS	890.00	1,025.00
21. Thyroid Gland	1,120.00	1,290.00
22. Inguinal/Scrotal	1,120.00	1,290.00
23. Chest Ultrasound	1,200.00	1,440.00

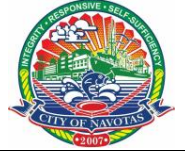


26. Breast Ultrasound	1,120.00	1,290.00
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## 19. AVAILMENT OF X-RAY DIAGNOSTIC PROCEDURE

Radiography is an imaging procedure that uses x-rays, gamma rays or similar ionizing radiation to view the form of internal body structures especially the bones.

<b>Office or Division:</b>		Navotas City Hospital – Outpatient Department (OPD) – Radiology		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who May Avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Physician's X-Ray Request (1 original)		Clinic or Hospital where client was examined		
Charge Slip (1 original)		Navotas City Hospital – Radiology Department		
Official Receipt (1 original)		Navotas City Hospital – Cashier and Billing Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Physician's X-Ray Request at NCH-OPD-Radiology	1. Receive the required document and record the necessary information.	None	1 Minute	<i>Radiologic Technologist</i> Navotas City Hospital – OPD – Radiology
* Make sure to secure the Charge Slip that will be issued.	1.1 Issue the Charge Slip.	None		
2. Pay the necessary fees at NCH Cashier and Billing Section.	2. Accept payment based on the Charge Slip.	Refer to Schedule of Fees	4 Minutes	<i>Cashier</i> Navotas City Hospital – Cashier and Billing Section
* Make sure to secure the Official Receipt that will be issued.	2.1 Issue the Official Receipt.	None		
3. Present the Official Receipt.	3. Check the Official Receipt and record the OR number.	None	5 Minutes	<i>Radiologic Technologist</i> Navotas City Hospital – OPD – Radiology
3.1 Proceed to the examination	3. Conduct the ultrasound	None		



room.	examination.			
4. Wait for the x-ray results to be processed.	4. Process the x-ray result.	None	25 Minutes	Sonologist or Radiologic Technologist Navotas City Hospital – OPD – Radiology
4.1 Receive the x-ray result.	4.1 Issue the x-ray result.			
<b>TOTAL:</b>		<b>Refer to Schedule of Fees</b>	<b>35 Minutes</b>	

### Schedule of Fees:

#### CITY ORDINANCE NO. 2020-03

EXAMINATION	RESIDENT	NON-RESIDENT
<b>RADIOLOGY SERVICE FEES</b>		
1. Chest PA/LAT (adult)	460.00	530.00
2. Chest AP/LAT (pedia)	345.00	400.00
3. Chest Aico-Lordotic View	460.00	530.00
4. Chest PA view	290.00	335.00
5. Skull AP/LAT	345.00	400.00
6. PNS (paranasal series)	785.00	900.00
7. Neck AP/LAT (Cervical)	345.00	400.00
8. Shoulder Joint AP	345.00	400.00
9. Arm AP/LAT	345.00	400.00
10. Fore arm AP/LAT	345.00	400.00
11. Elbow Joint AP/LAT	345.00	400.00
12. Hand/Wrist AP/LAT	345.00	400.00
13. Thoracic Cage AP/LAT	460.00	530.00
14. Thoraco-lumbar AP/LAT	460.00	530.00
15. Lumbo-sacral AP/LAT	460.00	530.00
16. Plain Abdomen	345.00	400.00
17. Pelvis AP	345.00	400.00
18. Femur AP/LAT	345.00	400.00
19. Knee Joint AP/LAT	345.00	400.00
20. Leg AP/LAT	345.00	400.00
21. Foot AP/LAT	345.00	400.00
22. Foot AP/Oblique	345.00	400.00
23. Ankle AP/LAT	345.00	400.00
24. Heel Bone	345.00	400.00



## **PHARMACY SECTION**

### **20. AVAILMENT OF MEDICINE FOR IN-PATIENT**

The availment of medicine for in-patient is processed for the patient/guardian by the General Nursing Unit and the Pharmacy Section of the Navotas City Hospital. Only medicine indicated in the prescription will be dispensed, if available. All medicine availed will be charged to the hospital bill of the patient, hence will be paid upon discharge.

<b>Office or Division:</b>	Navotas City Hospital – Pharmacy Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government			
<b>Who May Avail:</b>	Admitted patients of Navotas City Hospital			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Charge Slip (1 original)		Navotas City Hospital – Pharmacy Section		
Prescription (1 original)		Navotas City Hospital – General Nursing Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the prescription to the Navotas City Hospital – Pharmacy Section.	1. Receive the prescription and check for availability of drug/s listed.	None	15 Minutes	<i>Pharmacist or Pharmacy Assistant</i> Navotas City Hospital – Pharmacy Section
2. If available, receive the dispensed drug/s.	2. If available, dispense the drug/s based on the prescription and record issuance.	None	20 Minutes	<i>Pharmacist or Pharmacy Assistant</i> Navotas City Hospital – Pharmacy Section
2.1 If drug/s is/are unavailable, wait for the approval of the Attending Physician of the alternative drug/s available.	2.1 If drug/s is/are unavailable, inform the Attending Physician of the alternative drug/s available.	None		
2.2 If alternative drug/s is/are approved, receive the alternative drug/s.	2.2 If alternative drug/s is/are approved,	None		



2.3 If alternative drug/s is/are disapproved, inform the patient/relative of the need to purchase from an outside pharmacy.	dispense the alternative drug/s and record issuance.  2.3 If alternative drug/s is/are disapproved, inform the client of the need to purchase from an outside pharmacy.	None		
<b>TOTAL:</b>		<b>None</b>	<b>35 Minutes</b>	

## 21. AVAILMENT OF MEDICINE FOR OUT-PATIENT

The availment of medicine for out-patient is processed by the patient or guardian. Only medicine indicated in the prescription will be dispensed, if available.

<b>Office or Division:</b>	Navotas City Hospital – Pharmacy Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Charge Slip (1 original)		Navotas City Hospital – Pharmacy Section		
Prescription (1 original)		Clinic or Hospital where patient was examined		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the prescription to the Navotas City Hospital – Pharmacy Section.  * Make sure to secure the Charge Slip that will be issued.	1. Receive the prescription and check for availability of drug/s listed.  1.1 If available, issue the Charge Slip.	None  None	1 Minute	<i>Pharmacist or Pharmacy Assistant</i> Navotas City Hospital – Pharmacy Section
2. Pay the necessary	2. Accept	See City	5 Minutes	<i>Cashier</i>



fees. * Make sure to secure the Official Receipt that will be issued.	payment based on the Charge Slip and issue the Official Receipt.	Ordinance No. 2015-08		Navotas City Hospital – Cashier and Billing Section
3. Receive the dispensed drug/s.	3. Dispense the drug/s based on the prescription and record issuance.	None	4 Minutes	<i>Pharmacist or Pharmacy Assistant</i> Navotas City Hospital – Pharmacy Section
<b>TOTAL:</b>		<b>See City Ordinance No. 2015-08</b>	<b>10 Minutes</b>	

## CITY ORDINANCE NO. 2015-08

### ANNEX 7



MEDICINE	Ward/OPD Resident	Private/ER Resident	Ward/OPD Non Resident	Private/ER Non Resident
Calcium gluconate ampule 100 mg/mL	15.9	19.08	19.08	22.896
D50%, 50mL plastic vial	106.5	127.80	127.80	153.36
Potassium Chloride 20mL plastic vial	27	32.40	32.40	38.88
Sodium Bicarbonate 50mL plastic vial	98.93	118.71	118.72	142.452
0.9% Sodium Chloride 20 mL plastic vial	28.5	34.20	34.20	41.04
Triple Distilled water bottle 100mL bottle	79.5	95.40	95.40	114.48
Dextran 500 cc	630	756.00	756.00	907.2
<b>IV Fluids</b>				
0.9 NaCl, 1000mL	132	158.40	158.40	190.08
D5LR, 1000mL	139.5	167.40	167.40	200.88
D5W 500mL	127.5	153.00	153.00	183.6
D5NM, 1000mL	139.5	167.40	167.40	200.88
D5NR, 1000mL	139.5	167.40	167.40	200.88
Plain Lactated Ringers, 1000mL	133.5	160.20	160.20	192.24
D10 Water 500mL	132	158.40	158.40	190.08
D5 IMB, 500mL	127.5	153.00	153.00	183.6
D5 0.3% NaCl, 500mL	132	158.40	158.40	190.08
Mannitol 500 ml	297	356.40	356.40	427.68
D5 0.9% NaCl, 1000mL	139.5	167.40	167.40	200.88
<b>Insulin &amp; other Anti Diabetic</b>				
Metformin 500mg tablet, 100's	135	162.00	162.00	194.4
Gliclazide 30mg tablet, 100's	495	594.00	594.00	712.8
Intermediate Insulin	840	1008.00	1008.00	1209.6
Regular Insulin 100 IU/mL vial	840	1008.00	1008.00	1209.6
<b>Anti Hypertensives</b>				
Hydralazine ampule, 20mg/mL	307.5	369.00	369.00	442.8
Methyldopa 250 mg tablet, 100's	2,011.50	2413.80	2413.80	2896.56
Amlodipine 10 mg tablet, 100's	157.5	189.00	189.00	226.8
Nicardipine 10mg/10mL	990	1188.00	1188.00	1425.6
Clonidine 75 mcg tablet, 100's	405	486.00	486.00	583.2
Nifedipine 5 mg soft gel, 100's	195	234.00	234.00	280.8
Losartan + HCTZ tablet	10.8	12.96	12.96	15.552
<b>Anti Hyperlipidemic Agent</b>				
Statins 40 mg, 100's	2,250.00	2700.00	2700.00	3240
Fibrates 200 mg tab	45	54.00	54.00	64.8
<b>Anti Thrombotic</b>				
Aspirin 80mg tablet	2.09	2.50	2.51	3
Clopidogrel 75 mg	7.02	8.42	8.42	10.104
<b>Drugs acting on the Uterus</b>				
Oxytocin 10 IU x 1 mL ampules 100's	1,552.50	1863.00	1863.00	2235.6
Methergin ampule, 100's	8,700.00	10440.00	10440.00	12528
Methergin tablet, 100's	450	540.00	540.00	648
Isoxsuprine 10 mg tablet	1,417.50	1701.00	1701.00	2041.2
Isoxsuprine 5mg/mL, 2mL ampule	157.5	189.00	189.00	226.8
<b>Antipyretic</b>				
Paracetamol 100mg/mL drops	17.76	21.31	21.31	25.572
Paracetamol 250mg/5mL	24	28.80	28.80	34.56
Paracetamol 500 mg tablet, 100's	31.5	37.80	37.80	45.36
Paracetamol ampule 150mg/mL, 2mL	36	43.20	43.20	51.84
<b>Gastrointestinal Drugs</b>				
Ranitidine 50mg/2mL ampule	4.43	5.31	5.32	6.372
Ranitidine 150 mg tablet	163.5	196.20	196.20	235.44
AlMg suspension 120mL	58.5	70.20	70.20	84.24
Hyoscine 20mg/mL ampule	18.14	21.76	21.77	26.112
Hyoscine 10mg tablet, 100's	2.67	3.20	3.20	3.84
Metoclopramide ampule 10mg/2mL	330	396.00	396.00	475.2
Omeprazole IV 40 mg x 10 mL	89.93	107.91	107.92	129.492
Omeprazole 40 mg tablet	15.57	18.68	18.68	22.416
<b>Anti Bacterial injectables</b>				
Ampicillin 1g	13.5	16.20	16.20	19.44
Amikacin amp	79.5	95.40	95.40	114.48
Cefazolin 1g	30.54	36.65	36.65	43.98
Ceftriaxone 1gm	133.5	160.20	160.20	192.24
Cefuroxime 750/vl	31.5	37.80	37.80	444 4536
Ciprofloxacin 200 mg IV	41.28	49.54	49.54	59.448





# CITY ORDINANCE NO. 2015-08 ANNEX 8

Levofloxacin 750 mg	70.5	84.60	84.60	101.52
Gentamicin	7.85	9.41	9.42	11.292
Ampi-sulbactam 1.5 gram	427.5	513.00	513.00	615.6
Piperacillin-tazobactam 2.25 gram	142.2	170.64	170.64	204.768
Amoxicillin-clavulanic acid 1.2 gram	990.98	1189.17	1189.18	1427.004
Co-amoxiclav 625 mg	13.79	16.54	16.55	19.848
Co-amoxiclav susp	210	252.00	252.00	302.4
Cefuroxime 500 mg	22.32	26.78	26.78	32.136
Ofloxacin 400 mg, 100's	8.51	10.21	10.21	12.252
Ciprofloxacin 500 mg	2.1	2.52	2.52	3.024
Levofloxacin 500 mg	23.4	28.08	28.08	33.696
Cefixime 400 mg	252	302.40	302.40	362.88
Azithromycin dehydrate 500 mg	160.77	192.92	192.92	231.504
Clarithromycin 500 mg	59.63	71.55	71.56	85.86
Ampicillin-sulbactam / Sultamicillin 750 mg	130.5	156.60	156.60	187.92
Erythromycin 500 mg	6.09	7.31	7.31	8.772
Erythromycin 200 mg/5mL susp	67.5	81.00	81.00	97.2
Erythromycin 40mg/mL	90	108.00	108.00	129.6
Metronidazole 500mg, 100's	127.5	153.00	153.00	183.6
Metronidazole 125mg/5mL susp	25.13	30.15	30.16	36.18
Clindamycin 300 mg cap	415.5	498.60	498.60	598.32
Amoxicillin 500 mg cap	183	219.60	219.60	263.52
Amoxicillin 250 mg/5mL, 60 L	27.75	33.30	33.30	39.96
Amoxicillin drops	28.43	34.11	34.12	40.932
Doxycycline 100 mg	172.5	207.00	207.00	248.4
<b>Other Anti Bacterials</b>				
Tobramycin Dexamethasone Eye ointment	477	572.40	572.40	686.88
Tobramycin Eye Soln	336	403.20	403.20	483.84
Tobramycin Dexamethasone Eye Solution	240	288.00	288.00	345.6
Mupirocin topical ointment	284.99	341.98	341.99	410.376
Silver Sulfadiazine	152.25	182.70	182.70	219.24
Polymycin-Neomycin Fluocinolone otic drops	360	432.00	432.00	518.4
Ofloxacin otic drops	214.5	257.40	257.40	308.88
Erythromycin Ophthalmic ointment 0.5%	167.03	200.43	200.44	240.516
<b>Vitamins and Minerals</b>				
Ferrous sulfate tablet, 100's	127.5	153.00	153.00	183.6
Ascorbic acid + Vit B complex amp (Benutrex)	300	360.00	360.00	432
Ascorbic acid 500 mg, 100's	103.5	124.20	124.20	149.04
Ascorbic acid drops	22.47	26.96	26.96	32.352
Ascorbic acid syrup	36	43.20	43.20	51.84
Folic acid 5mg, 100's	450	540.00	540.00	648
Multi vitamin tablet, 100's	427.5	513.00	513.00	615.6
Magnesium sulfate 250mg/mL x 20 mL	15	18.00	18.00	21.6
<b>Analgesic,Anti Inflammatory</b>				
Celecoxib 200 mg	16.2	19.44	19.44	23.328
Mefenamic acid 500 mg, 100 blister pack	79.5	95.40	95.40	114.48
Tramadol 50 mg/amp	10.5	12.60	12.60	15.12
Ketorolac 30mg/mL	28.2	33.84	33.84	40.608
Ibuprofen 200mg/ 5mL	3.24	3.89	3.89	4.668
Diclofenac Sodium IV	33	39.60	39.60	47.52
Diclofenac potassium 50mg tab, 100's	85.5	102.60	102.60	123.12
<b>Analgesic Narcotic</b>				
Morphine ampule 10 mg	87	104.40	104.40	125.28
Nalbuphine ampule 10mg/mL	45	54.00	54.00	64.8
Demerol 50 mg/30 mL	5,550.00	6660.00	6660.00	7992
<b>Anesthetics</b>				
Bupivacaine heavy	190.5	228.60	228.60	274.32
Lidocaine poly amp	12	14.40	14.40	17.28
Lidocaine, plastic vial	31.4	37.67	37.68	45.204
Diazepam 10mg/2mL	88.32	105.98	105.98	127.176
Isoflurane citrate	1,027.50	1233.00	1233.00	1479.6
Ephedrine ampule	84.75	101.70	101.70	122.04
Atropine SO4, amp 1mg 1ml	5.25	6.30	6.30	7.56
Fentanyl amp	126	151.20	151.20	181.44
Midazolam 5mg 1ml	145.86	175.03	175.03	210.036



# CITY ORDINANCE NO. 2015-08 ANNEX 9

Ketamine vial	1,125.00	1350.00	1350.00	1620
Sebofluraine	5,625.00	6750.00	6750.00	8100
<b>Drugs to Reduce Cerebral Edema</b>				
Furosemide 20 mg/2mL ampule	1.34	1.60	1.61	1.92
Furosemide tablet 40mg tablet, 100's	129	154.80	154.80	185.76
Dexamethasone 4mg/2mL ampule	52.49	62.98	62.99	75.576
<b>Anti Coagulant</b>				
Enoxaparine 4000 units 100mg 1ml 0.6 prefilled syringe	508.5	610.20	610.20	732.24
Enoxaparine 6000 units 100mg 1ml 0.6 prefilled syringe	630	756.00	756.00	907.2
Heparin 1000 IU/mL x 5 mL	79.68	95.62	95.62	114.744
<b>Laxative</b>				
Bisacodyl suppository, 10 mg	22.94	27.52	27.53	33.024
Bisacodyl 5 mg tablet, 100's	223.5	268.20	268.20	321.84
Lactulose syrup 120 ml	97.01	116.41	116.41	139.692
<b>Anti Asthmatic</b>				
Hydrocortisone vial 125mg 1ml 4ml	159.99	191.99	191.99	230.388
Salbutamol nebule x 30's foil pack	315	378.00	378.00	453.6
Ipratropium + salbutamol nebule	15.51	18.61	18.61	22.332
Prednisone tablet 5 mg, 100's	210	252.00	252.00	302.4
Prednisone suspension (Pred 10)	135	162.00	162.00	194.4
Methylprednisolone 40mg/mL	324.78	389.74	389.74	467.688
Terbutaline amp	19.5	23.40	23.40	28.08
Montelukast 10 mg tablet	19.55	23.45	23.46	28.14
<b>Anti Fibrinolytic</b>				
Tranexamic acid 500 mg amp	26.85	32.22	32.22	38.664
Tranexamic acid 500 mg cap, 100's	1,050.00	1260.00	1260.00	1512
<b>Antihistamine</b>				
Cetirizine 10mg/mL drops	105	126.00	126.00	151.2
Cetirizine syrup, 30mL	114	136.80	136.80	164.16
Cetirizine 10mg tablet, 100's	193.5	232.20	232.20	278.64
Diphenhydramine 50 mg/mL amp	94.88	113.85	113.86	136.62
Chlorpheniramine tablet 4 mg, 100's	67.5	81.00	81.00	97.2
Hydroxyzine 10 mg tablet	12.69	15.23	15.23	18.276
Loratadine 10 mg tablet, 100's	354	424.80	424.80	509.76
<b>Anti Helminthic</b>				
Mebendazole 100mg/5mL susp	24.38	29.25	29.26	35.1
Mebendazole tablet	2.96	3.55	3.55	4.26
<b>Cardiovascular Drugs</b>				
Digoxin amps	178.58	214.29	214.30	257.148
Digoxin 0.25 mg tab	6.5	7.79	7.80	9.348
Dobutamine pre mixed infusion solution	1,650.00	1980.00	1980.00	2376
Dobutamine HCL 200 mg/5mL	132	158.40	158.40	190.08
Dopamine 800mcg/ml 250 ml D5W premixed	448.5	538.20	538.20	645.84
Epinephrine amp	62.84	75.40	75.41	90.48
Isosorbide dinitrate 5mg SL, 100's	3,150.00	3780.00	3780.00	4536
Isosorbide dinitrate amp 10mg/10mL	1,162.50	1395.00	1395.00	1674
Metoprolol 50 mg tablet, 100's	129	154.80	154.80	185.76
Nitroglycerin patch 5 mg	97.5	117.00	117.00	140.4
<b>Anti Vertigo</b>				
Cinnarizine 25 mg tablet, 100's	162	194.40	194.40	233.28
Betahistine 8 mg tablet, 16 mg	25.73	30.87	30.88	37.044
<b>Anti Thyroid Drugs and Thyroid Hormones</b>				
Levothyroxine 50 mcg tab	6.54	7.85	7.85	9.42
PTU 50 mg tab, 100's	660	792.00	792.00	950.4
<b>Dermatological Agents</b>				
Betamethasone ointment 5g	375	450.00	450.00	540
Clobetasol ointment 5g	107.84	129.40	129.41	155.28
Fusidic acid ointment	82.5	99.00	99.00	118.8
Ketoconazole 200 mg tab	19.5	23.40	23.40	28.08
Petroleum jelly	45	54.00	54.00	64.8
Permethrin lotion 30 mL	168	201.60	201.60	241.92
Sulphur cream 5g	57.75	69.30	69.30	83.16
Silversulfadiazine 1% 500grm jar	1,350.00	1620.00	1620.00	1944
<b>Immunologicals</b>				
ATS 1500 IU	41.12	49.34	49.34	59.208
Tetanus toxoid 0.5mL amp	42.75	51.30	51.30	61.56



## PHILHEALTH SECTION

### 22. AVAILMENT OF PHILHEALTH BENEFIT OF ADMITTED MEMBERS AND QUALIFIED DEPENDENTS

This transaction is done to ensure the health of every Filipino through social health insurance regardless of social status.

<b>Office or Division:</b>	Navotas City Hospital – PhilHealth Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	All PhilHealth members and qualified dependents with qualified contributions and validity period.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>Employed</b>	
Claim Signature Form (CSF) with Part II signed by Employer (1 original)	Navotas City Hospital – PhilHealth Section
Claim Form 2 (CF2) (1 original)	Navotas City Hospital – PhilHealth Section
Updated Member's Data Record (MDR) (1 photocopy)	PhilHealth-LHIO Caloocan – Counters 1-12
Certificate of Contribution of latest 9 months contribution (1 original)	Company or Employer – HR or Accounting Department
Official Receipts of latest 9 months contribution (3-6 months only for New Members) (1 photocopy)	PhilHealth-LHIO Caloocan – Counters 1-12 or Any PhilHealth Accredited Collecting Agents
<b>Individually-paying Member</b>	
Claim Signature Form (CSF) Part I (1 original)	Navotas City Hospital – PhilHealth Section
Claim Form 2 (CF2) (1 original)	Navotas City Hospital – PhilHealth Section
Updated Member's Data Record (MDR) (1 photocopy)	PhilHealth-LHIO Caloocan – Counters 1-12
Official Receipts of latest 9 months contribution (3-6 months only for New Members) (1 photocopy)	PhilHealth-LHIO Caloocan – Counters 1-12 or Any PhilHealth Accredited Collecting Agents
<b>Sponsored, Indigent/4Ps or Lifetime Member</b>	
Claim Signature Form (CSF) Part I (1 original)	Navotas City Hospital – PhilHealth Section
Claim Form 2 (CF2) (1 original)	Navotas City Hospital – PhilHealth Section
Updated Member's Data Record (MDR) (1 photocopy)	PhilHealth-LHIO Caloocan – Counters 1-12
<b>Post-partum Patient</b>	
Claim Signature Form (CSF) with Part II signed by Employer (if employed) (1 original, 2 photocopies)	Navotas City Hospital – PhilHealth Section
Claim Form 2 (CF2) (1 original, 2 photocopies)	Navotas City Hospital – PhilHealth Section



Updated Member's Data Record (MDR) (1 photocopy, 2 photocopies)		PhilHealth-LHIO Caloocan – Counters 1-12		
Certificate of Contribution of latest 9 months contribution (if employed) (1 original, 2 photocopies)		Company or Employer – HR or Accounting Department		
Official Receipts of latest 9 months contribution (3-6 months only for New Members) (if employed) (2 photocopies)		PhilHealth-LHIO Caloocan – Counters 1-12 or Any PhilHealth Accredited Collecting Agents		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the necessary fields in the CSF and CF2 at NCH-Philhealth Section	1. Assist the client in filling-out the forms.	None	10 Minutes	<i>PhilHealth Clerk</i> Navotas City Hospital – PhilHealth Section
2. Submit the required documents at NCH-Philhealth Section.	2. Receive the required documents and check for completeness and authenticity.	None	5 Minutes	<i>PhilHealth Clerk</i> Navotas City Hospital – PhilHealth Section
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

## 23. APPLICATION TO LGU-SPONSORED PHILHEALTH

The City Government of Navotas acquired the PhilHealth Sponsored Program to enroll the underprivileged residents of Navotas City to the sponsored program component of the Philippine Health Insurance Corporation (PhilHealth). Clients must return or follow-up within 2 to 3 days from application date to claim the Member's Data Record by presenting a valid ID his/her Barangay.

<b>Office or Division:</b>	Navotas City Hospital – PhilHealth Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	All qualified indigent Navoteños and Dependents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Principal (Member)</b>		
Barangay Indigency Certificate for PhilHealth Application (1 original) with stamped ICTO Verification (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk ICT Office Window, G/F Navotas City Hall
DSWD Certification (1 original)		CSWD Office, 2/F Navotas City Hall Annex
PhilHealth Member's Registration		Navotas City Hospital – PhilHealth Section or can



Form (PMRF) (1 original)		be downloaded through PhilHealth website		
<b>Qualified Dependent</b>				
Barangay Indigency Certificate for PhilHealth Application (1 original) with stamped ICTO Verification (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk ICT Office Window, G/F Navotas City Hall		
DSWD Certification (1 original)		CSWD Office, 2/F Navotas City Hall Annex		
Registered Birth Certificate (for children below 21 years old) (1 photocopy)		LCR Office – Window 2, 2/F Navotas City Hall		
Registered Marriage Certificate (for legal spouse) (1 photocopy)		LCR Office – Window 4, 2/F Navotas City Hall		
PhilHealth Member's Registration Form (PMRF) (1 original)		Navotas City Hospital – PhilHealth Section or can be downloaded through PhilHealth website		
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the PMRF at NCH-Philhealth Section	1. Assist the client in filling-out the PMRF.	None	10 Minutes	<i>PhilHealth Clerk</i> Navotas City Hospital – PhilHealth Section
2. Submit the required documents at NCH-Philhealth Section	2. Receive the required documents and check for completeness and authenticity.	None	5 Minutes	<i>PhilHealth Clerk</i> Navotas City Hospital – PhilHealth Section
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

## 24. ENDORSEMENT TO LGU-SPONSORED PHILHEALTH

This is conducted to fast-track the processing of enrollment applications to the LGU-Sponsored PhilHealth Program with patients, members or dependents on confinement or with pending medical procedures.

<b>Office or Division:</b>	Navotas City Hospital – PhilHealth Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who May Avail:</b>	All qualified indigent Navoteños or dependents who are on confinement or with pending medical procedure/s
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Principal (Member)</b>	
Barangay Indigency Certificate for PhilHealth Application (1 original) with stamped ICTO Verification (1	Barangay where the client resides, Barangay Hall – Secretary’s Desk ICT Office Window, G/F Navotas City Hall



original)				
DSWD Certification (1 original)		CSWD Office, 2/F Navotas City Hall Annex		
PhilHealth Member's Registration Form (PMRF) (1 original)		Navotas City Hospital – PhilHealth Section or can be downloaded through PhilHealth website		
Medical Abstract/ Medical Certificate/ Proof of Confinement or Medical Procedure (if PhilHealth purpose – 1 original, if Medical Assistance purpose – 1 photocopy)		Any PhilHealth Accredited Facility – Medical Records Section		
<b>Qualified Dependent</b>				
Barangay Indigency Certificate for PhilHealth Application (1 original) with stamped ICTO Verification (1 original)		Barangay where the client resides, Barangay Hall – Secretary's Desk ICT Office Window, G/F Navotas City Hall		
DSWD Certification (1 original)		CSWD Office, 2/F Navotas City Hall Annex		
Registered Birth Certificate (for children below 21 years old) (1 photocopy)		LCR Office – Window 2, 2/F Navotas City Hall		
Registered Marriage Certificate (for legal spouse) (1 photocopy)		LCR Office – Window 4, 2/F Navotas City Hall		
PhilHealth Member's Registration Form (PMRF) (1 original)		Navotas City Hospital – PhilHealth Section or can be downloaded through PhilHealth website		
Medical Abstract/ Medical Certificate/ Proof of Confinement or Medical Procedure (if PhilHealth purpose – 1 original, if Medical Assistance purpose – 1 photocopy)		Any PhilHealth Accredited Facility – Medical Records Section		
<b>CLIENT STEP</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out the PMRF at NCH-Philhealth Section.	1. Assist the client in filling-out the PMRF.	None	10 Minutes	<i>PhilHealth Clerk</i> Navotas City Hospital – PhilHealth Section
2. Submit the required documents at NCH-Philhealth Section.	2. Receive the required documents and check for completeness and authenticity.	None	5 Minutes	<i>PhilHealth Clerk</i> Navotas City Hospital – PhilHealth Section
2.1 Receive the Endorsement Letter and submit the document to PhilHealth-LHIO Caloocan.	2.1 Issue the Endorsement Letter for submission to PhilHealth-LHIO			





	Caloocan.			
<b>TOTAL:</b>		<b>None</b>	<b>15 Minutes</b>	

## PRIVATE WARD

### 25. DISCHARGE OF PATIENT

The system of discharging patients is followed in order to obtain a clearance prior to discharge that certifies that patients are free from liabilities and that all necessary medical procedures have been commenced, making him/her fit for discharge.

<b>Office or Division:</b>	Navotas City Hospital – Private Ward			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Patient Clearance Form (1 original)		Navotas City Hospital – Cashier and Billing Section		
Charge Slip (1 original)		Navotas City Hospital – Cashier and Billing Section		
Statement of Account (SOA) (1 original)		Navotas City Hospital – Cashier and Billing Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive the Home Instructions Form and listen carefully to the explanation of the Nurse.	1. Issue the Home instructions form and explain the instructions to the client.	None	10 Minutes	<i>Nurse or Nursing Assistant</i> Navotas City Hospital – Private Ward
2. Provide the Patient's Name for issuance of the SOA.  * Make sure to secure the SOA that will be issued.	2. Obtain the patient's name and issue the SOA.	None	3 Minutes	<i>Cashier</i> Navotas City Hospital – Cashier and Billing Section
3. Pay the necessary fees based on the SOA.	3. Accept the payment based on the SOA and issue the Official Receipt	See City Ordinance No. 2015-08	7 Minutes	<i>Cashier</i> Navotas City Hospital – Cashier and Billing Section



* Make sure to secure the Official Receipt and Patient Clearance Form.	and Patient Clearance Form.			
4. Accomplish the Patient Clearance Form with the respective departments concerned for clearance.	4. Sign the necessary field/s in the Patient Clearance Form.	None	15 Minutes	<i>Staff</i> Navotas City Hospital (Concerned Department)
5. Submit one (1) copy of the Patient Clearance Form to the Nurse and one (1) copy to the Guard on Duty.  5.1 Surrender the necessary item/s to the Guard on Duty.	5. Receive one (1) copy of the Patient Clearance Form.  5.1 Receive the necessary item/s.	None  None	5 Minutes	<i>Nurse</i> Navotas City Hospital – Private Ward  <i>Guard on Duty</i> Navotas City Hospital
<b>TOTAL:</b>		<b>See City Ordinance No. 2015-08</b>	<b>40 Minutes</b>	





## Schedule of Fees:

### CITY ORDINANCE NO. 2020-03

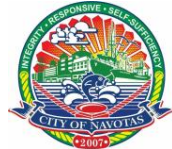
### NEW FEES

### NAVOTAS CITY HOSPITAL FEES:

EXAMINATION	RESIDENT	NON-RESIDENT
<b>RADIOLOGY SERVICE FEES</b>		
1. Chest PA/LAT (adult)	460.00	530.00
2. Chest AP/LAT (pedia)	345.00	400.00
3. Chest Aico-Lordotic View	460.00	530.00
4. Chest PA view	290.00	335.00
5. Skull AP/LAT	345.00	400.00
6. PNS (paranasal series)	785.00	900.00
7. Neck AP/LAT (Cervical)	345.00	400.00
8. Shoulder Joint AP	345.00	400.00
9. Arm AP/LAT	345.00	400.00
10. Fore arm AP/LAT	345.00	400.00
11. Elbow Joint AP/LAT	345.00	400.00
12. Hand/Wrist AP/LAT	345.00	400.00
13. Thoracic Cage AP/LAT	460.00	530.00
14. Thoraco-lumbar AP/LAT	460.00	530.00
15. Lumbo-sacral AP/LAT	460.00	530.00
16. Plain Abdomen	345.00	400.00
17. Pelvis AP	345.00	400.00
18. Femur AP/LAT	345.00	400.00
19. Knee Joint AP/LAT	345.00	400.00
20. Leg AP/LAT	345.00	400.00
21. Foot AP/LAT	345.00	400.00
22. Foot AP/Oblique	345.00	400.00
23. Ankle AP/LAT	345.00	400.00
24. Heel Bone	345.00	400.00
<b>ULTRASOUND SERVICE FEES</b>		
1. Liver	520.00	600.00
2. Gall bladder	520.00	600.00
3. Pancreas	520.00	600.00
4. Spleen	520.00	600.00
5. Kidney	520.00	600.00
6. Urinary bladder	520.00	600.00
7. Prostate	520.00	600.00
8. Pelvic Plain ( Pregnant/ Non Pregnant	520.00	600.00
9. BPS (Biophysical Scoring)	980.00	1,130.00
10. Scrotal	690.00	800.00
11. HBT+ Liver+ GB	920.00	1,060.00
12. Liver +GB+Pancreas+Spleen	920.00	1,060.00
13. KUB (Kidney+Urinary Bladder)	920.00	1,060.00
14. Pelvic+ KUB	1,150.00	1,325.00
15. HBT +KUB	1,440.00	1,660.00
16. KUB+Prostate	1,035.00	1,190.00



EXAMINATION	RESIDENT	NON-RESIDENT
17. Whole abdomen	1,725.00	1,985.00
18. Upper abdomen	1,610.00	1,850.00
19. Lower abdomen	1,120.00	1,290.00
20. TVS	890.00	1,025.00
21. Thyroid Gland	1,120.00	1,290.00
22. Inguinal/Scrotal	1,120.00	1,290.00
23. Chest Ultrasound	1,200.00	1,440.00
27. Breast Ultrasound	1,120.00	1,290.00
<b>EXISTING ECG SERVICE FEE</b>		
ECG	400.00	460.00
<b>2DECHO SERVICE FEE</b>		
<b>2DECHO</b> (Ward patient, Social Service Classification of C and D, patients under MOA) ** Procedure fee only	3,000.00	3,450.00
<b>2DECHO</b> (Private, Walk-in Patients) ** Procedure and Readers Fee included	3,450.00	3,970.00
<b>COMPARATIVE COMMUNITY BASED PHYSICAL THERAPY AND REHABILITATION SERVICE FEES OF PRIVATE AND PT CLINIC SUBSIDIZED BY ROTARY CLUBS</b>		
Musculoskeletal cases		
Neurological cases		
<b>CLINICAL MICROSCOPY</b>		
Urinalysis	70.00	80.00
Fecalalysis	70.00	80.00
Gram's stain	90.00	105.00
Pregnancy Test	90.00	105.00
<b>HEMATOLOGY</b>		
CBC with platelet count	160.00	185.00
CBC with Blood Typing	160.00	185.00
CBC	160.00	185.00
Platelet Count	160.00	185.00
Hemoglobin	160.00	185.00
Hematocrit	160.00	185.00
<b>BLOOD CHEMISTRY</b>		
Blood Urea Nitrogen (BUN)	115.00	135.00
Blood Uric Acid (BUA)	115.00	135.00
Creatinine	115.00	135.00
Lipid Profile (Chole, TG, HDL, LDL)	565.00	650.00
HDL/LDL	290.00	335.00
HDL	290.00	335.00
LDL	290.00	335.00
Total Cholesterol	115.00	135.00



EXAMINATION	RESIDENT	NON-RESIDENT
Triglycerides	170.00	195.00
SGOT	115.00	135.00
SGPT	115.00	135.00
FBS (Glucose)	90.00	105.00
OGTT 50 g	980.00	1,130.00
OGTT 75 g	980.00	1,130.00
<b>SEROLOGY &amp; BLOOD BANK</b>		
HBsAg	250.00	290.00
VDRL test	145.00	165.00
ABO with RH Typing	115.00	135.00
Drug Testing	290.00	335.00

<b>PRE EMPLOYMENT PACKAGE</b>		
Complete Physical Examination	115.00	135.00
Chest Xray P/A View	290.00	335.00
CBC	160.00	185.00
Routine Fecalalysis	70.00	80.00
Routine Urinalysis	70.00	80.00
ABO-Rh Typing	115.00	135.00
Drug Testing	290.00	335.00
<b>TOTAL</b>	<b>1,100.00</b>	<b>1,285.00</b>

CITY ORDINANCE NO. 2015-08 .....P4  
ANNEX 1

Send Out Laboratory Specimen	HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	WARD/OPD	PRIVATE/ER	WARD/OPD	PRIVATE/ER
<b>Clinical Microscopy</b>				
24 Hrs Urine Protein Determination	275.00	285.00	330.00	342.00
Urine Albumin	275.00	285.00	330.00	342.00
Urine Sugar	110.00	115.00	132.00	138.00
Pregnacy Test	115.00	120.00	138.00	144.00
Semen Analysis	105.00	110.00	126.00	132.00
Occult Blood	110.00	115.00	132.00	138.00
Smear for Amoeba	90.00	90.00	108.00	108.00
<b>Bacteriology</b>				
Indian Ink	250.00	260.00	300.00	312.00
Stone Analysis	1,265.00	1,320.00	1518.00	1584.00
Water Analysis (2-Parameters)	780.00	810.00	936.00	972.00
Water Analysis (3-Parameters)	1,035.00	1,080.00	1242.00	1296.00
<b>Blood Chemistry Examination</b>				
Albumin	140.00	145.00	168.00	174.00
Alkaline Phosphate	150.00	160.00	180.00	192.00
Ammonia	1,100.00	1,140.00	1320.00	1368.00
Calcium	150.00	160.00	180.00	192.00
Carbon Dioxide	345.00	360.00	414.00	432.00
Crea Clearance	325.00	340.00	390.00	408.00
Ferritin	1,265.00	1,320.00	1518.00	1584.00
Fluid Analysis(CSF, Pleural, Ascitis,Pericardial, Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
Fluid LDH (CSF,Pleural, Ascitis,Pericardial, Peritoneal, Amniotic)	520.00	540.00	624.00	648.00
High Sensitive CRP	805.00	840.00	966.00	1008.00
HBA1-C	555.00	580.00	666.00	696.00
Inorganic Phosphorus	260.00	270.00	312.00	324.00
Ionized Calcium	635.00	660.00	762.00	792.00
Iron	460.00	480.00	552.00	576.00
Glucose	255.00	265.00	306.00	318.00
75 gms OGTT	835.00	870.00	1002.00	1044.00
50 gms OGCT	835.00	870.00	1002.00	1044.00
Magnesium	330.00	350.00	396.00	420.00
Lead	1,380.00	1,440.00	1656.00	1728.00
Lipid Profile	490.00	510.00	588.00	612.00
Lipoprotein	670.00	700.00	804.00	840.00
TPAG	260.00	265.00	312.00	318.00
Bilirubin (Total , B1 and B2)	180.00	180.00	216.00	216.00
BIB2	255.00	265.00	306.00	318.00
TIBC+ Iron	980.00	1,020.00	1176.00	1224.00
Total Acid Phosphate	230.00	240.00	276.00	288.00
Total Calcium	150.00	160.00	180.00	192.00
Total Protein	140.00	145.00	168.00	174.00
Total Protein A/G Ratio	225.00	235.00	270.00	282.00
Total Acid Phosphatase	230.00	240.00	276.00	288.00
K	175.00	180.00	210.00	216.00
Na	175.00	180.00	210.00	216.00
Cl	175.00	180.00	210.00	216.00
Na/K/Cl	485.00	505.00	582.00	606.00
Phosporus	185.00	195.00	222.00	234.00
Serum Albumin	225.00	235.00	270.00	282.00
Serum Insulin	1,150.00	1,200.00	1380.00	1440.00
<b>Enzymes</b>				
Cortisol	855.00	890.00	1026.00	1068.00
Estradiol/Estrogen	1,495.00	1,560.00	1794.00	1872.00
FSH	805.00	840.00	966.00	1008.00



CITY ORDINANCE NO. 2015-08 .....P5

ANNEX 2

FT3,FT4 (RIA)	510.00	530.00	612.00	636.00
F4(ECLIA)	760.00	795.00	912.00	954.00
LH	805.00	840.00	966.00	1008.00
Progesterone	1,610.00	1,680.00	1932.00	2016.00
Prolactin	805.00	840.00	966.00	1008.00
T3(ECLIA)	335.00	350.00	402.00	420.00
T3,T4 (RIA ) each	635.00	660.00	762.00	792.00
T4 (ECLIA)	335.00	350.00	402.00	420.00
Testosterone	1,380.00	1,440.00	1656.00	1728.00
Thyroglobulin (ECLIA)	1,840.00	1,920.00	2208.00	2304.00
Thyroglobulin (IRMA)	2,245.00	2,340.00	2694.00	2808.00
TSH(ECLIA)	575.00	600.00	690.00	720.00
TSH(IRMA)	920.00	960.00	1104.00	1152.00
<b>Enzymes</b>				
Amylase	290.00	300.00	348.00	360.00
CPK	440.00	460.00	528.00	552.00
CPKMB	665.00	690.00	798.00	828.00
CPKMM	665.00	690.00	798.00	828.00
GGTP	950.00	990.00	1140.00	1188.00
Lipase	335.00	350.00	402.00	420.00
LDH	185.00	195.00	222.00	234.00
Prostatic Acid	315.00	325.00	378.00	390.00
TROP I	1,265.00	1,320.00	1518.00	1584.00
TROP T	1,150.00	1,200.00	1380.00	1440.00
<b>Drug Abuse (Qualitative)</b>				
Barbituates	370.00	385.00	444.00	462.00
Benzodiazepine	370.00	385.00	444.00	462.00
Cannabinoids/ Methamphetamine	345.00	360.00	414.00	432.00
Cocaine	370.00	385.00	444.00	462.00
Cotine	345.00	360.00	414.00	432.00
Ecstasy	370.00	385.00	444.00	462.00
Opiates	370.00	385.00	444.00	462.00
Phencyclinide	370.00	385.00	444.00	462.00
<b>Drug Monitoring</b>				
Confirmatory Test (marijuana)	1,380.00	1,440.00	1656.00	1728.00
Confirmatory (Shabu)	1,380.00	1,440.00	1656.00	1728.00
Digoxin	830.00	870.00	996.00	1044.00
<b>Hematology</b>				
APAS Work up	5,750.00	6,000.00	6900.00	7200.00
Bleeding Time	75.00	80.00	90.00	96.00
Clotting Time	60.00	60.00	72.00	72.00
Cross Matching	165.00	170.00	198.00	204.00
Dengue Antigen	1,495.00	1,560.00	1794.00	1872.00
Dengue Antibody IgM	1,150.00	1,200.00	1380.00	1440.00
Dengue Antibody IgG	1,150.00	1,200.00	1380.00	1440.00
DRV(T(Dilute Russel Viper Venom Time)	1,955.00	2,040.00	2346.00	2448.00
Electrophoresis (Hemoglonin)	3,795.00	3,960.00	4554.00	4752.00
Electrophoresis ( Protein)	4,255.00	4,440.00	5106.00	5328.00
ESR	115.00	120.00	138.00	144.00
Fibrinogen Degradation Product	1,100.00	1,140.00	1320.00	1368.00
Lupus Anti Coagulation	3,450.00	3,600.00	4140.00	4320.00
Malarial Smear	150.00	160.00	180.00	192.00
Peripheral Smear	150.00	160.00	180.00	192.00
Protein	95.00	100.00	114.00	120.00
Prothrombin Time	290.00	300.00	348.00	360.00
PTT (APTT)	405.00	420.00	486.00	504.00
SCT (Silica Clotting Time)	2,015.00	2,100.00	2418.00	2520.00
WBC Count	115.00	120.00	138.00	144.00
<b>Hepatitis Profile</b>				
Hepatitis Profile (A,B&C)	4,060.00	4,240.00	4872.00	5088.00



CITY ORDINANCE NO. 2015-08 .....P6

ANNEX 3

Hepatitis (A&B)	2,820.00	2,940.00	3384.00	3528.00
HBsAg screening	325.00	340.00	390.00	408.00
HBeAg	445.00	464.00	534.00	556.80
ANTI-HBs	280.00	290.00	336.00	348.00
Hepatitis B Profile- full panel	2,300.00	2,400.00	2760.00	2880.00
Hepatitis C Profile	1,360.00	1,420.00	1632.00	1704.00
HAV IgM	505.00	525.00	606.00	630.00
HAV IgG	545.00	565.00	654.00	678.00
Anti-HCV	750.00	780.00	900.00	936.00
Anti-CMV IgM	1,170.00	1,220.00	1404.00	1464.00
Anti-CMV IgG	920.00	960.00	1104.00	1152.00
<b>Hepatitis Markers</b>				
HBsAg w/ Titer	255.00	270.00	306.00	324.00
Anti HBE	445.00	465.00	534.00	558.00
Anti HBcIgM	460.00	480.00	552.00	576.00
Anti HBc Total	455.00	475.00	546.00	570.00
Anti HAV Igm	505.00	525.00	606.00	630.00
Anti HAV IgM	545.00	565.00	654.00	678.00
Anti- HCV	750.00	780.00	900.00	936.00
Hepa Profile 1 (Hepa B Screening)	535.00	560.00	642.00	672.00
Hepa Profile ( Hepa B-Full Panel)	2,300.00	2,400.00	2760.00	2880.00
Hepa Profile (Hepa A&B Profile)	2,820.00	2,940.00	3384.00	3528.00
Hepa Profile (Hepa A,B&C Profile)	4,060.00	4,240.00	4872.00	5088.00
HBV -DNA	5,750.00	6,000.00	6900.00	7200.00
<b>Histopathology/Cytology</b>				
Cell Block	750.00	780.00	900.00	936.00
ER/PR Assay	5,175.00	5,400.00	6210.00	6480.00
ER/PR/HERZNEU	7,130.00	7,440.00	8556.00	8928.00
HERZNEU	3,335.00	3,480.00	4002.00	4176.00
FNAB Smear (max 4 Slides)	450.00	470.00	540.00	564.00
FNAB Smear (max 5-8 Slides)	900.00	940.00	1080.00	1128.00
FNAB Smear (max 9-12 Slides)	1,350.00	1,405.00	1620.00	1686.00
Gastric Biopsy for H pylori	1,150.00	1,200.00	1380.00	1440.00
<b>Histopathology/Cytology</b>				
a. Small	750.00	780.00	900.00	936.00
b. Medium	1,100.00	1,140.00	1320.00	1368.00
c.Large	1,440.00	1,500.00	1728.00	1800.00
d.Extra -Large	2,645.00	2,760.00	3174.00	3312.00
PAP Smear (reading)	260.00	270.00	312.00	324.00
PAP Smear (collection)	260.00	270.00	312.00	324.00
<b>SURE PATH</b>				
Reading & Collection w/ Processing	1,380.00	1,440.00	1656.00	1728.00
Reading w/ Processing	575.00	600.00	690.00	720.00
<b>Immunology</b>				
Ferritin	1,265.00	1,320.00	1518.00	1584.00
Ferritin w/ Titer	1,955.00	2,040.00	2346.00	2448.00
Homocysteine Assay	2,760.00	2,760.00	3312.00	3312.00
Parathyroid Hormone	1,955.00	1,955.00	2346.00	2346.00
Rubella IgG	920.00	920.00	1104.00	1104.00
Rubella IgM	2,300.00	2,300.00	2760.00	2760.00
Total IgE	980.00	980.00	1176.00	1176.00
Troponin I	1,265.00	1,320.00	1518.00	1584.00
Troponin T Quality	1,265.00	1,320.00	1518.00	1584.00
Troponin T Quantity	2,760.00	2,880.00	3312.00	3456.00
Vit D 25 Hydroxy (ECLIA)	2,760.00	2,880.00	3312.00	3456.00



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ANNEX 4

<b>Serology</b>				
ANA	855.00	890.00	1026.00	1068.00
ANA w/ dilution	1,265.00	1,320.00	1518.00	1584.00
Arterial Bld Gas	230.00	240.00	276.00	288.00
ASO	335.00	350.00	402.00	420.00
CMV Screening	920.00	960.00	1104.00	1152.00
CRP w/ dilution	590.00	615.00	708.00	738.00
Dengue NSI	1,495.00	1,560.00	1794.00	1872.00
D-Dimer	3,220.00	3,360.00	3864.00	4032.00
H. Pylori IGM (Quanti)	2,300.00	2,400.00	2760.00	2880.00
H. Pylori IGG (Quanti)	2,300.00	2,400.00	2760.00	2880.00
HIV (AIDS) Quantitative	1,035.00	1,080.00	1242.00	1296.00
HIV (AIDS) Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	550.00	570.00	660.00	684.00
HIV 1&2 Qualitative	1,035.00	1,080.00	1242.00	1296.00
HSV Screening	920.00	960.00	1104.00	1152.00
Rheumatoid Factors	290.00	300.00	348.00	360.00
RA/RF	290.00	300.00	348.00	360.00
RA/RF w/ dilution	590.00	615.00	708.00	738.00
Rubella Screening	920.00	960.00	1104.00	1152.00
TORCH TEST 4 parameters screening	2,875.00	3,000.00	3450.00	3600.00
Toxoplasma Screening	920.00	960.00	1104.00	1152.00
TP-PA Quali	505.00	525.00	606.00	630.00
TP-PA w/ dilution	1,725.00	1,800.00	2070.00	2160.00
Typhidot	1,150.00	1,200.00	1380.00	1440.00
<b>Tumor Marker/Others</b>			0.00	0.00
AFP	835.00	870.00	1002.00	1044.00
AFP-w/ dilution	1,265.00	1,320.00	1518.00	1584.00
AHBC (Total)	495.00	520.00	594.00	624.00
AHBE	495.00	520.00	594.00	624.00
B-HCG	920.00	960.00	1104.00	1152.00
CA 125 (ovarian)	2,300.00	2,400.00	2760.00	2880.00
CA 15-3 (breast)	1,840.00	1,920.00	2208.00	2304.00
CA 19-9 (Colon)	2,420.00	2,520.00	2904.00	3024.00
CA 125 w/ dilution	2,300.00	2,400.00	2760.00	2880.00
CA15-3 w/ dilution	2,185.00	2,280.00	2622.00	2736.00
CA 19-9 w/dilution	2,645.00	2,760.00	3174.00	3312.00
CA 72-4 (GI CA)	3,450.00	3,600.00	4140.00	4320.00
CA 72-4 (GI CA) w/Titer	4,600.00	4,800.00	5520.00	5760.00
CEA	840.00	880.00	1008.00	1056.00
CEA w/ dilution	1,265.00	1,320.00	1518.00	1584.00
CRP	290.00	300.00	348.00	360.00
C3 complement	635.00	660.00	762.00	792.00
Direct Coomb's Test	260.00	270.00	312.00	324.00
Free PSA + Total PSA	2,130.00	2,220.00	2556.00	2664.00
Indirect Coomb's Test	330.00	345.00	396.00	414.00
Other component(FFP, etc)	930.00	970.00	1116.00	1164.00
Packed RBC with donor	1,455.00	1,520.00	1746.00	1824.00
Packed RBC without donor	1,455.00	1,520.00	1746.00	1824.00
PSA	1,265.00	1,320.00	1518.00	1584.00
PSA w/ dilution	1,725.00	1,800.00	2070.00	2160.00
PC with donor	930.00	970.00	1116.00	1164.00
PC without donor	930.00	970.00	1116.00	1164.00
RPR - Quality	130.00	135.00	156.00	162.00
RPR - Quantity	345.00	360.00	414.00	432.00
Salmonella	1,210.00	1,260.00	1452.00	1512.00
VDRL (syphilis)	400.00	415.00	480.00	498.00
Whole Blood with donor	1,985.00	2,070.00	2382.00	2484.00
Whole Blood w/o do	1,985.00	2,070.00	2382.00	2484.00
<b>Bacteriology</b>				
Blood C/S	635.00	660.00	762.00	792.00
fungus	345.00	360.00	414.00	432.00
C&S exudate	575.00	600.00	690.00	720.00
C&S stool	575.00	600.00	690.00	720.00
C&S urine	575.00	600.00	690.00	720.00
CSF and other sterile body fluids	575.00	600.00	690.00	720.00
Gram Stain	135.00	140.00	162.00	168.00
AFB Stain	130.00	135.00	156.00	162.00
KOH Mount	160.00	165.00	192.00	198.00
Others (specimen not indicated in the list above)	575.00	600.00	690.00	720.00
Discharges (vaginal, penile, urethral, etc)	575.00	600.00	690.00	720.00
Swab (throat, nasal wound, ear, nose, etc)	575.00	600.00	690.00	720.00



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**ANNEX 5**

<b>Imaging Test</b>			0.00	0.00
Mammography	1,495.00	1,560.00	1794.00	1872.00
Pulmonary Function Test	980.00	1,020.00	1176.00	1224.00
Treadmill	1,610.00	1,680.00	1932.00	2016.00
ECG	345.00	360.00	414.00	432.00
<b>Automated</b>				
Blood C/S (Oxoid)	1,610.00	1,680.00	1932.00	2016.00
<b>Culture with all auto ID/MIC</b>				
Blood	1,840.00	1,920.00	2208.00	2304.00
Urine	1,840.00	1,920.00	2208.00	2304.00
CSF	1,840.00	1,920.00	2208.00	2304.00
Body Fluids	1,840.00	1,920.00	2208.00	2304.00
Sputum	1,610.00	1,680.00	1932.00	2016.00
Abscess	1,610.00	1,680.00	1932.00	2016.00
Urine	1,610.00	1,680.00	1932.00	2016.00
<b>Others</b>				
Discharges	1,610.00	1,680.00	1932.00	2016.00
Swab	1,610.00	1,680.00	1932.00	2016.00
Fungal Culture	1,610.00	1,680.00	1932.00	2016.00
Fungal Sensitivity	920.00	960.00	1104.00	1152.00





CITY ORDINANCE NO. 2015-08 .....P9  
ANNEX 6

Dental Procedures	OPD(Navotas City Hospital)Resident	OPD(Navotas City Hospital)Non Resident
<b>Preventive</b>		
Supervised tooth brushing drill (0-5yrs old)	120.00	200.00
Topical Flouride therapy (gel)	300.00	350.00
Fluoride Varnish application to newly erupted tooth/teeth(permanent)	600.00	800.00
Pits and Fissure Sealant Applications per tooth	180.00	250.00
<b>Periodontal Treatment/Gum Treatment</b>		
Oral Prophylaxis (per session)	360.00	500.00
Gum treatment		
1. Deep scaling and dressing per quadrant depending on the severity	600.00	700.00
2. 2nd Treatment (Follow-up after 6 months )per quadrant depending on the severity	300.00	400.00
<b>Restorative</b>		
Permanent Composite/Light Cure fillings (per surface)	300.00	400.00
Glass Ionomer Restorations per tooth	240.00	400.00
Atraumatic Restorative Treatment to Pediatric Patients (ART) per tooth	240.00	400.00
Temporary Fillings per tooth	120.00	200.00
<b>Surgical Procedure</b>		
Simple Tooth Extractions (per tooth)	180.00	250.00
<b>Complicated Oral Surgery</b>		
1. Epulis fissuratum removal	2,400.00	3,500.00
2. Alveoplasty/Alveolectomy	2,400.00	3,500.00
3. Odontectomy (3rd molar)	3,600.00	5,000.00
4. Endo (RCT) per canal	3,600.00	4,500.00
<b>Dental Xray</b>		
1. Apical	240.00	350.00
2. Panoramic	480.00	800.00
<b>Dental Consultations</b>		
Dental Consultations with certificate	180.00	250.00
Dental Consultations without certificate	120.00	150.00



CITY ORDINANCE NO. 2015-08 .....P10  
ANNEX 7

MEDICINE	Ward/OPD Resident	Private/ER Resident	Ward/OPD Non Resident	Private/ER Non Resident
Calcium gluconate ampule 100 mg/mL	15.9	19.08	19.08	22.896
D50%, 50mL plastic vial	106.5	127.80	127.80	153.36
Potassium Chloride 20mL plastic vial	27	32.40	32.40	38.88
Sodium Bicarbonate 50mL plastic vial	98.93	118.71	118.72	142.452
0.9% Sodium Chloride 20 mL plastic vial	28.5	34.20	34.20	41.04
Triple Distilled water bottle 100mL bottle	79.5	95.40	95.40	114.48
Dextran 500 cc	630	756.00	756.00	907.2
<b>IV Fluids</b>				
0.9 NaCl, 1000mL	132	158.40	158.40	190.08
D5LR, 1000mL	139.5	167.40	167.40	200.88
D5W 500mL	127.5	153.00	153.00	183.6
D5NM, 1000mL	139.5	167.40	167.40	200.88
D5NR, 1000mL	139.5	167.40	167.40	200.88
Plain Lactated Ringers, 1000mL	133.5	160.20	160.20	192.24
D10 Water 500mL	132	158.40	158.40	190.08
D5 IMB, 500mL	127.5	153.00	153.00	183.6
D5 0.3% NaCl, 500mL	132	158.40	158.40	190.08
Mannitol 500 ml	297	356.40	356.40	427.68
D5 0.9% NaCl, 1000mL	139.5	167.40	167.40	200.88
<b>Insulin &amp; other Anti Diabetic</b>				
Metformin 500mg tablet, 100's	135	162.00	162.00	194.4
Gliclazide 30mg tablet, 100's	495	594.00	594.00	712.8
Intermediate Insulin	840	1008.00	1008.00	1209.6
Regular Insulin 100 IU/mL vial	840	1008.00	1008.00	1209.6
<b>Anti Hypertensives</b>				
Hydralazine ampule, 20mg/mL	307.5	369.00	369.00	442.8
Methyldopa 250 mg tablet, 100's	2,011.50	2413.80	2413.80	2896.56
Amlodipine 10 mg tablet, 100's	157.5	189.00	189.00	226.8
Nicardipine 10mg/10mL	990	1188.00	1188.00	1425.6
Clonidine 75 mcg tablet, 100's	405	486.00	486.00	583.2
Nifedipine 5 mg soft gel, 100's	195	234.00	234.00	280.8
Losartan + HCTZ tablet	10.8	12.96	12.96	15.552
<b>Anti Hyperlipidemic Agent</b>				
Statins 40 mg, 100's	2,250.00	2700.00	2700.00	3240
Fibrates 200 mg tab	45	54.00	54.00	64.8
<b>Anti Thrombotic</b>				
Aspirin 80mg tablet	2.09	2.50	2.51	3
Clopidogrel 75 mg	7.02	8.42	8.42	10.104
<b>Drugs acting on the Uterus</b>				
Oxytocin 10 IU x 1 mL ampules 100's	1,552.50	1863.00	1863.00	2235.6
Methergin ampule, 100's	8,700.00	10440.00	10440.00	12528
Methergin tablet, 100's	450	540.00	540.00	648
Isoxsuprine 10 mg tablet	1,417.50	1701.00	1701.00	2041.2
Isoxsuprine 5mg/mL, 2mL ampule	157.5	189.00	189.00	226.8
<b>Antipyretic</b>				
Paracetamol 100mg/mL drops	17.76	21.31	21.31	25.572
Paracetamol 250mg/5mL	24	28.80	28.80	34.56
Paracetamol 500 mg tablet, 100's	31.5	37.80	37.80	45.36
Paracetamol ampule 150mg/mL, 2mL	36	43.20	43.20	51.84
<b>Gastrointestinal Drugs</b>				
Ranitidine 50mg/2mL ampule	4.43	5.31	5.32	6.372
Ranitidine 150 mg tablet	163.5	196.20	196.20	235.44
AlMg suspension 120mL	58.5	70.20	70.20	84.24
Hyoscine 20mg/mL ampule	18.14	21.76	21.77	26.112
Hyoscine 10mg tablet, 100's	2.67	3.20	3.20	3.84
Metoclopramide ampule 10mg/2mL	330	396.00	396.00	475.2
Omeprazole IV 40 mg x 10 mL	89.93	107.91	107.92	129.492
Omeprazole 40 mg tablet	15.57	18.68	18.68	22.416
<b>Anti Bacterial injectables</b>				
Ampicillin 1g	13.5	16.20	16.20	19.44
Amikacin amp	79.5	95.40	95.40	114.48
Cefazolin 1g	30.54	36.65	36.65	43.98
Ceftriaxone 1gm	133.5	160.20	160.20	192.24
Cefuroxime 750/vl	31.5	37.80	37.80	45.36
Ciprofloxacin 200 mg IV	41.28	49.54	49.54	59.448



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ANNEX 8

Levofloxacin 750 mg	70.5	84.60	84.60	101.52
Gentamicin	7.85	9.41	9.42	11.292
Ampi-sulbactam 1.5 gram	427.5	513.00	513.00	615.6
Piperacillin-tazobactam 2.25 gram	142.2	170.64	170.64	204.768
Amoxicillin-clavulanic acid 1.2 gram	990.98	1189.17	1189.18	1427.004
Co-amoxiclav 625 mg	13.79	16.54	16.55	19.848
Co-amoxiclav susp	210	252.00	252.00	302.4
Cefuroxime 500 mg	22.32	26.78	26.78	32.136
Ofloxacin 400 mg, 100's	8.51	10.21	10.21	12.252
Ciprofloxacin 500 mg	2.1	2.52	2.52	3.024
Levofloxacin 500 mg	23.4	28.08	28.08	33.696
Cefixime 400 mg	252	302.40	302.40	362.88
Azithromycin dehydrate 500 mg	160.77	192.92	192.92	231.504
Clarithromycin 500 mg	59.63	71.55	71.56	85.86
Ampicillin-sulbactam / Sultamicillin 750 mg	130.5	156.60	156.60	187.92
Erythromycin 500 mg	6.09	7.31	7.31	8.772
Erythromycin 200 mg/5mL susp	67.5	81.00	81.00	97.2
Erythromycin 40mg/mL	90	108.00	108.00	129.6
Metronidazole 500mg, 100's	127.5	153.00	153.00	183.6
Metronidazole 125mg/5mL susp	25.13	30.15	30.16	36.18
Clindamycin 300 mg cap	415.5	498.60	498.60	598.32
Amoxicillin 500 mg cap	183	219.60	219.60	263.52
Amoxicillin 250 mg/5mL, 60 L	27.75	33.30	33.30	39.96
Amoxicillin drops	28.43	34.11	34.12	40.932
Doxycycline 100 mg	172.5	207.00	207.00	248.4
<b>Other Anti Bacterials</b>				
Tobramycin Dexamethasone Eye ointment	477	572.40	572.40	686.88
Tobramycin Eye Soln	336	403.20	403.20	483.84
Tobramycin Dexamethasone Eye Solution	240	288.00	288.00	345.6
Mupirocin topical ointment	284.99	341.98	341.99	410.376
Silver Sulfadiazine	152.25	182.70	182.70	219.24
Polymycin-Neomycin Fluocinolone otic drops	360	432.00	432.00	518.4
Ofloxacin otic drops	214.5	257.40	257.40	308.88
Erythromycin Ophthalmic ointment 0.5%	167.03	200.43	200.44	240.516
<b>Vitamins and Minerals</b>				
Ferrous sulfate tablet, 100's	127.5	153.00	153.00	183.6
Ascorbic acid + Vit B complex amp (Benutrex)	300	360.00	360.00	432
Ascorbic acid 500 mg, 100's	103.5	124.20	124.20	149.04
Ascorbic acid drops	22.47	26.96	26.96	32.352
Ascorbic acid syrup	36	43.20	43.20	51.84
Folic acid 5mg, 100's	450	540.00	540.00	648
Multi vitamin tablet, 100's	427.5	513.00	513.00	615.6
Magnesium sulfate 250mg/mL x 20 mL	15	18.00	18.00	21.6
<b>Analgesic, Anti Inflammatory</b>				
Celecoxib 200 mg	16.2	19.44	19.44	23.328
Mefenamic acid 500 mg, 100 blister pack	79.5	95.40	95.40	114.48
Tramadol 50 mg/amp	10.5	12.60	12.60	15.12
Ketorolac 30mg/mL	28.2	33.84	33.84	40.608
Ibuprofen 200mg/ 5mL	3.24	3.89	3.89	4.668
Diclofenac Sodium IV	33	39.60	39.60	47.52
Diclofenac potassium 50mg tab, 100's	85.5	102.60	102.60	123.12
<b>Analgesic Narcotic</b>				
Morphine ampule 10 mg	87	104.40	104.40	125.28
Nalbuphine ampule 10mg/mL	45	54.00	54.00	64.8
Demerol 50 mg/30 mL	5,550.00	6660.00	6660.00	7992
<b>Anesthetics</b>				
Bupivacaine heavy	190.5	228.60	228.60	274.32
Lidocaine poly amp	12	14.40	14.40	17.28
Lidocaine, plastic vial	31.4	37.67	37.68	45.204
Diazepam 10mg/2mL	88.32	105.98	105.98	127.176
Isoflurane citrate	1,027.50	1233.00	1233.00	1479.6
Ephedrine ampule	84.75	101.70	101.70	122.04
Atropine SO4, amp 1mg 1ml	5.25	6.30	6.30	7.56
Fentanyl amp	126	151.20	151.20	181.44
Midazolam 5mg 1ml	145.86	175.03	175.03	210.036



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ANNEX 9

Ketamine vial	1,125.00	1350.00	1350.00	1620
Sebofluraine	5,625.00	6750.00	6750.00	8100
<b>Drugs to Reduce Cerebral Edema</b>				
Furosemide 20 mg/2mL ampule	1.34	1.60	1.61	1.92
Furosemide tablet 40mg tablet, 100's	129	154.80	154.80	185.76
Dexamethasone 4mg/2mL ampule	52.49	62.98	62.99	75.576
<b>Anti Coagulant</b>				
Enoxaparine 4000 units 100mg 1ml 0.6 prefilled syringe	508.5	610.20	610.20	732.24
Enoxaparine 6000 units 100mg 1ml 0.6 prefilled syringe	630	756.00	756.00	907.2
Heparin 1000 IU/mL x 5 mL	79.68	95.62	95.62	114.744
<b>Laxative</b>				
Bisacodyl suppository, 10 mg	22.94	27.52	27.53	33.024
Bisacodyl 5 mg tablet, 100's	223.5	268.20	268.20	321.84
Lactulose syrup 120 ml	97.01	116.41	116.41	139.692
<b>Anti Asthmatic</b>				
Hydrocortisone vial 125mg 1ml 4ml	159.99	191.99	191.99	230.388
Salbutamol nebule x 30's foil pack	315	378.00	378.00	453.6
Ipratropium + salbutamol nebule	15.51	18.61	18.61	22.332
Prednisone tablet 5 mg, 100's	210	252.00	252.00	302.4
Prednisone suspension (Pred 10)	135	162.00	162.00	194.4
Methylprednisolone 40mg/mL	324.78	389.74	389.74	467.688
Terbutaline amp	19.5	23.40	23.40	28.08
Montelukast 10 mg tablet	19.55	23.45	23.46	28.14
<b>Anti Fibrinolytic</b>				
Tranexamic acid 500 mg amp	26.85	32.22	32.22	38.664
Tranexamic acid 500 mg cap, 100's	1,050.00	1260.00	1260.00	1512
<b>Antihistamine</b>				
Cetirizine 10mg/mL drops	105	126.00	126.00	151.2
Cetirizine syrup, 30mL	114	136.80	136.80	164.16
Cetirizine 10mg tablet, 100's	193.5	232.20	232.20	278.64
Diphenhydramine 50 mg/mL amp	94.88	113.85	113.86	136.62
Chlorpheniramine tablet 4 mg, 100's	67.5	81.00	81.00	97.2
Hydroxyzine 10 mg tablet	12.69	15.23	15.23	18.276
Loratadine 10 mg tablet, 100's	354	424.80	424.80	509.76
<b>Anti Helminthic</b>				
Mebendazole 100mg/5mL susp	24.38	29.25	29.26	35.1
Mebendazole tablet	2.96	3.55	3.55	4.26
<b>Cardiovascular Drugs</b>				
Digoxin amps	178.58	214.29	214.30	257.148
Digoxin 0.25 mg tab	6.5	7.79	7.80	9.348
Dobutamine pre mixed infusion solution	1,650.00	1980.00	1980.00	2376
Dobutamine Hcl 200 mg/5mL	132	158.40	158.40	190.08
Dopamine 800mcg/ml 250 ml D5W premixed	448.5	538.20	538.20	645.84
Epinephrine amp	62.84	75.40	75.41	90.48
Isosorbide dinitrate 5mg SL, 100's	3,150.00	3780.00	3780.00	4536
Isosorbide dinitrate amp 10mg/10mL	1,162.50	1395.00	1395.00	1674
Metoprolol 50 mg tablet, 100's	129	154.80	154.80	185.76
Nitroglycerin patch 5 mg	97.5	117.00	117.00	140.4
<b>Anti Vertigo</b>				
Cinnarizine 25 mg tablet, 100's	162	194.40	194.40	233.28
Betahistine 8 mg tablet, 16 mg	25.73	30.87	30.88	37.044
<b>Anti Thyroid Drugs and Thyroid Hormones</b>				
Levothyroxine 50 mcg tab	6.54	7.85	7.85	9.42
PTU 50 mg tab, 100's	660	792.00	792.00	950.4
<b>Dermatological Agents</b>				
Betamethasone ointment 5g	375	450.00	450.00	540
Clobetasol ointment 5g	107.84	129.40	129.41	155.28
Fusidic acid ointment	82.5	99.00	99.00	118.8
Ketoconazole 200 mg tab	19.5	23.40	23.40	28.08
Petroleum jelly	45	54.00	54.00	64.8
Permethrin lotion 30 mL	168	201.60	201.60	241.92
Sulphur cream 5g	57.75	69.30	69.30	83.16
Silversulfadiazine 1% 500grm jar	1,350.00	1620.00	1620.00	1944
<b>Immunologicals</b>				
ATS 1500 IU	41.12	49.34	49.34	59.208
Tetanus toxoid 0.5mL amp	42.75	51.30	51.30	61.56



OB- NSD Package Admission (Actual Cost)	
<b>NSD Package</b>	
1- IV Fluid (D5LR)	93.00
1- IV Cath g 18	20.00
1- Venoset	16.00
1- Straight Catheter	10.00
4- Disposable syringe	20.00
1- Lidocaine 5ml	20.00
1- Cord Clamp	15.00
1- Cotton balls	24.00
1- Chromic 2-0 with needle	200.00
4- Gloves	120.00
6- Hyoscine Amp	126.00
2- Oxytocin Amp	80.00
1- Nalbupine Amp	39.00
2- Wrist Tag	20.00
2- Plaster	20.00
1- Betadine	50.00
3- Sterile Water	120.00
2- Under Pad	40.00
Oxygen at 1-5 LPM/HR (6 @35/hr)	210.00
1- Plastic Bag	10.00
3- Bouffant Cap	12.00
3- Disposable Mask	7.50
22 pcks- Surgical Gauze	80.00
1- Razor	25.00
1- Labs: CBC	130.00
5- Mefenamic acid tablet/capsule	10.00
5- Methergin Tablet	15.00
5- Amoxicillin 500 mg capsle	25.00
Miscellaneous(instrumentation, Sterilization, DR stay etc	2,000
<b>Total</b>	<b>3,557.50</b>

Newborn Care Package Admission (Actual Cost)	
1- Cord Clamp	15.00
3- Disposable Syringe	15.00
1- Wrist Tag	15.00
1- Vitamin K	40.00
1- Erythromycin Ophthalmic	195.00
2- Gloves	60.00
1- Disposable Blade #10	10.00
1- set Birth Certificate	20.00
4- Prep pads/cotton balls with	6.00
<b>SUB-TOTAL</b>	<b>376.00</b>
Miscellaneous (instrumentation,	500.00
Newborn Screening	600.00
<b>SUB-TOTAL</b>	<b>1,100.00</b>
<b>TOTAL</b>	<b>1,476.00</b>

Maternity Care Package for Level 1 hospital (Philhealth Case Rate)	Total Actual Charges
Total Health Care Institution Fees	4,800.00
Total Professional Fee	3,200.00
<b>Total</b>	<b>8,000.00</b>

Newborn Care Package for Level 1 hospital (Philhealth Case Rate)	Total Actual Charges
Total Health Care Institution Fees	1,750.00
<b>Total</b>	<b>1,750.00</b>



LABORATORY RATES	NAVOTAS LYING IN CLINIC		HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
	Resident	Non Resident	OPD/WARD	ER/PRIVATE	OPD/WARD	ER/PRIVATE
<b>CLINICAL MICROSCOPY</b>						
Fecalalysis	40.00	48.00	60.00	70.00	72.00	84.00
Pregnancy test	60.00	72.00	75.00	100.00	90.00	120.00
Urinalysis	40.00	48.00	60.00	70.00	72.00	84.00
<b>HEMATOLOGY</b>						
CBC (automated)	100.00	120.00	140.00	180.00	168.00	216.00
CBC with platelet count	120.00	144.00	140.00	180.00	168.00	216.00
CBC with blood typing	120.00	144.00	140.00	180.00	168.00	216.00
Hemoglobin	100.00	120.00	140.00	180.00	168.00	216.00
Hematocrit	100.00	120.00	140.00	180.00	168.00	216.00
Platelet count	100.00	120.00	140.00	180.00	168.00	216.00
<b>MICROSCOPY</b>						
Gram stain smear	60.00	72.00	75.00	180.00	90.00	216.00
Acid Fast Bacilli staining(sputum exam)	60.00	72.00	75.00	100.00	90.00	120.00
<b>BLOOD CHEMISTRY</b>						
FBS-Blood Glucose test (strips)	40.00	48.00	50.00	70.00	60.00	84.00
Fasting Blood Sugar	60.00	72.00	75.00	100.00	90.00	120.00
Cholesterol	80.00	96.00	100.00	110.00	120.00	132.00
High Density Lipoprotein (HDL)	250.00	320.00	250.00	250.00	300.00	300.00
Low Density Lipoprotein (LDL)	250.00	750.00	250.00	250.00	300.00	300.00
HDL/LDL package	220.00	264.00	250.00	300.00	300.00	360.00
Triglycerides	120.00	144.00	150.00	180.00	180.00	216.00
Lipid Profile( Chole, TG, HDL,LDL)	400.00	480.00	490.00	550.00	588.00	660.00
BUN	80.00	96.00	100.00	110.00	120.00	132.00
Creatinine	80.00	96.00	100.00	110.00	120.00	132.00
Blood Uric Acid (BUA)	80.00	96.00	100.00	110.00	120.00	132.00
SGPT	80.00	96.00	100.00	120.00	120.00	144.00
SGOT	80.00	96.00	100.00	120.00	120.00	144.00
<b>SEROLOGY and BLOOD BANK</b>						
ABO+Rh typing	80.00	96.00	100.00	130.00	120.00	156.00
HBsAg	160.00	192.00	220.00	280.00	264.00	336.00
VDRL test	100.00	120.00	125.00	150.00	150.00	180.00
<b>OTHERS</b>						
Drug Testing	250.00	300.00	300.00	350.00	360.00	420.00
Newborn Screening	600.00	600.00	600.00	600.00	600.00	600.00



CITY ORDINANCE NO. 2015-08 .....P15  
ANNEX 12

DIAGNOSTIC PROCEDURES	NAVOTAS LYING IN CLINIC(WITH READING FEE)	HOSPITAL RESIDENT		HOSPITAL NON RESIDENT	
		OPD/WARD	ER/PRIVATE	OPD/WARD	ER/PRIVATE
CLINICAL					
Pap Smear	150.00	200.00	225.00	240.00	270.00
RADIOLOGY					
Skull X-Ray AP/LAT		300.00	390.00	360.00	468.00
Paranasal Series		680.00	850.00	816.00	1,020.00
Neck AP/LAT		300.00	390.00	360.00	468.00
Shoulder Joint		300.00	390.00	360.00	468.00
Arm AP/LAT		300.00	390.00	360.00	468.00
Forearm AP/LAT		300.00	390.00	360.00	468.00
Hand and Wrist		300.00	390.00	360.00	468.00
Elbow Joint		300.00	390.00	360.00	468.00
Chest Xray PA view (included in Philhealth package)	195.00	250.00	300.00	300.00	360.00
Chest Xray AP/LAT (Pedia 0-10 y.o)		300.00	390.00	360.00	468.00
Chest Xray PA/LAT Adult		390.00	500.00	468.00	600.00
Thoracic Cage		390.00	500.00	468.00	600.00
Thoraco Lumbar		390.00	500.00	468.00	600.00
Lumbo Sacral AP/LAT		390.00	500.00	468.00	600.00
Plain Abdomen		300.00	390.00	360.00	468.00
Pelvic		300.00	390.00	360.00	468.00
Femur AP/LAT		300.00	390.00	360.00	468.00
RADIOLOGY					
Knee Joint AP/LAT		300.00	390.00	360.00	468.00
Leg AP/LAT		300.00	390.00	360.00	468.00
Foot AP/LAT		300.00	390.00	360.00	468.00
Foot AP/Oblique		300.00	390.00	360.00	468.00
Ankle AP/LAT		300.00	390.00	360.00	468.00
Heel Bone		300.00	390.00	360.00	468.00
ULTRASOUND					
Liver	340.00	450.00	550.00	540.00	660.00
Gall bladder	340.00	450.00	550.00	540.00	660.00
Pancreas	340.00	450.00	550.00	540.00	660.00
Spleen	340.00	450.00	550.00	540.00	660.00
Kidney	340.00	450.00	550.00	540.00	660.00
Urinary Bladder	340.00	450.00	550.00	540.00	660.00
Prostate	340.00	450.00	550.00	540.00	660.00
Pelvic Plain	340.00	450.00	550.00	540.00	660.00
BPS	650.00	850.00	980.00	1,020.00	1,176.00
Scrotal	455.00	600.00	690.00	720.00	828.00
HBT+Liver+GB	600.00	800.00	900.00	960.00	1,080.00
Liver GB+Pancreas+Spleen	600.00	800.00	900.00	960.00	1,080.00
KUB	600.00	800.00	900.00	960.00	1,080.00
Pelvic+KUB	750.00	1,000.00	1,125.00	1,200.00	1,350.00
ULTRASOUND					
HBT+KUB	975.00	1,250.00	1,460.00	1,500.00	1,752.00
KUB+Prostate	675.00	900.00	1,010.00	1,080.00	1,212.00
Whole abdomen	1,350.00	1,500.00	1,700.00	1,800.00	2,040.00
Upper abdomen	1,050.00	1,400.00	1,500.00	1,680.00	1,800.00
Lower abdomen	750.00	975.00	1,050.00	1,170.00	1,260.00
TVS	600.00	780.00	845.00	936.00	1,014.00
Thyroid	750.00	975.00	1,125.00	1,170.00	1,350.00
Inguinal/Scrotal	750.00	975.00	1,125.00	1,170.00	1,350.00

Consultation Fee 200.00

Emergency Room Fee 200.00



# **Navotas City Hospital (NCH)**

## **Internal Services**



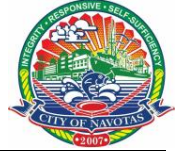


## SUPPLY SECTION

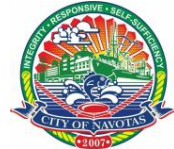
### 1. REPLENISHMENT OF MEDICAL SUPPLIES

Replenishment of medical supplies is an essential procedure to ensure the continuity of care to patients and meet their healthcare needs. Requisition slips shall be submitted in the morning only and requests can only be processed on Mondays at 1:00 to 3:00 p.m.

<b>Office or Division:</b>	Navotas City Hospital - Supply Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who May Avail:</b>	Navotas City Hospital Offices/Departments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Fully Accomplished Supply Request Forms signed by the Department Head (2 original)		Navotas City Hospital – Supply and Procurement Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required document at NCH-Supply Section.	1. Receive the required document.	None	5 Minutes	Supply Clerk or Supply Officer Navotas City Hospital – Supply Section
	1.1 Verify the availability of stocks requested.	None		
	1.2 Ensure that the requesting department will not be overstocking once issued the requested supplies.	None		
	1.3 If verified that there will be no overstocking, approve the request and prepare the requested supplies.	None		
2. Claim the approved supplies.	2. Issue the approved supplies.	None	1 Minute	Supply Officer Navotas City Hospital – Supply



2.1 Itemize in the logbook all received supplies and affix signature, date and time.	2.1 Ask the client to fill-out needed information in the logbook and sign.	None		Section
<b>TOTAL:</b>		<b>None</b>	<b>6 Minutes</b>	



## **Navotaas Hanapbuhay Center (NHC)**

### **External Services**



## 1. CAPACITY BUILDING PROGRAM

Capacity Building Program focuses on furthering the client's ability to do new things and improve his/her performance and enhances the ability to function and continue to be relevant within the rapid changing environment. This includes:

- Hands-on Skills Training
- Product Development and Marketing Seminar
- Entrepreneurship Seminars (NegoSeminar)
  - How to Start a Business
  - Orientation Seminar on Financing & Loan Application Assistance
- TESDA-based Training Program
- NavoHusay Training Program

### 1.1 CAPACITY BUILDING PROGRAM (ENTREPRENEURSHIP SEMINAR)

<b>Office or Division:</b>		Navotaas Hanapbuhay Center (NHC)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All Navoteño		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Client Profile Form (1 photocopy)		NHC – Frontline Service Provider		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to Navotaas Hanapbuhay Center's –Tulong Negosyo/Puhunan Unit, and submit the Accomplished Client Profile Form.	1. Receive the Accomplished Client Profile and check and indicated preferred service	None	5 Minutes	Frontline Service Provider Tulong Negosyo Unit NHC
	1.1. Advise the client to sign in the attendance logbook	None		
2. Attend Seminar on How to Start a Business and Orientation Seminar on Financing & Loan Application	2. Conduct How to Start a Business Seminar.	None	1 Hour	Tulong Negosyo Unit Staff NHC
	2.1 Conduct Orientation Seminar on Financing & Loan	None	1 Hour	Tulong Puhunan Unit Staff NHC



	Application			
	3. Prepare the client's Certificates of Attendance	None	5 Minutes	<i>Tulong Negosyo Unit Staff NHC</i>
	3.1 Endorse to Planning & Admin Unit and input the data of client and the services provided at NHC Masterlist of Client.	None		<i>Tulong Puhunan Unit Staff NHC</i>
3. Receive the Certificates of Attendance for NegoSeminar	4. Issue the Certificates of Attendance for NegoSeminar	None	1 Minute	<i>Tulong Negosyo Unit Staff NHC</i>
<b>TOTAL:</b>		<b>None</b>	<b>2 Hours and 11 Minutes</b>	

## 2. CAREER ASSISTANCE PROGRAM

Career Assistance Program is one of the services provided by Navotaas Hanapbuhay Center to provide students/clients with strategies to successfully plan their careers and reach their employment goals.

<b>Office or Division:</b>	Navotaas Hanapbuhay Center (NHC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	All Navoteño			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Resume or Bio-data (1 original)		Job Seeker/Applicant		
Barangay Clearance (1 original)		Barangay where the applicant resides, Barangay Hall – Secretary's Desk		
Accomplished Client Profile Form (1 photocopy)		NHC – Frontline Service Provider		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the, Client Profile Form and all the	1. Receive the required documents and	None	5 Minutes	<i>Employment Officer PESO</i>



<p>required documents at Tulong Trabaho Unit-NHC</p> <p>1.1 Register in the Logbook and fill out Skills Registry System Form</p> <p>* Acknowledge receipt of the returned documents for completion of the lacking requirements and sign in the logbook.</p>	<p>check for completeness</p> <p>1.1 If complete, ask the client to register in the logbook and fill-out the Skills Registry System Form</p> <p>1.1.1 Assist the Client in filling out Skills Registry System Form</p> <p>1.2 If incomplete, attach checklist of the lacking documents for completion, record the date and time of return and sign in the logbook</p>	<p>None</p> <p>None</p> <p>None</p>		<p><i>Employment Officer</i> PESO</p> <p><i>Employment Officer</i> PESO</p> <p><i>Employment Officer</i> PESO</p>
2. Go through initial interview and counselling	2. Conduct Interview and Counselling	None	30 Minutes	<i>Employment Officer</i> PESO
3. Wait for the result of Job Matching	<p>3. Conduct Job Matching</p> <p>3.1 Advise the client to wait for the result of Job Matching</p> <p>3.1.1 If the Job Matching is successful, prepare the Job Referral and provide Pre-Employment Seminar</p>	<p>None</p> <p>None</p> <p>None</p>	<p>15 Minutes</p> <p>30 Minutes</p>	<i>Employment Officer</i> PESO



	3.1.1.1 Sign in the Job Referral	None	1 Minute	<i>PESO Manager</i> PESO
	3.1.2 If Job Matching is not successful, endorse the client to Navotaas Institute for possible availment of TESDA – based Training Program or NavoHusay Training Program; Tulong Negosyo/ Tulong Produkto Units for Capacity Building Program and Tulong Puhunan for Livelihood Assistance Program.	None		<i>Employment Officer</i> PESO
4. Receive Referral Letter	4. Issue the referral letter to the client	None	1 Minute	<i>Employment Officer</i> PESO
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour and 22 Minutes</b>	

**Note:** Conduct of Career Coaching and Job Fairs are part of the Career Assistance Program.

### 3. CLIENT ASSESSMENT AND PROFILING

Client's Assessment and Profiling is done to identify the client's needs, preferences and strengths. The assessment process determines the most appropriate and effective way to



support the client. Profiling is done to collect the client's data/information that will be used for recording and monitoring purposes.

<b>Office or Division:</b>		Navotaas Hanapbuhay Center (NHC)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All Navoteño		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to Navotaas Hanapbuhay Center's Front Desk	1. Conduct client's Interview	None	10 Minutes	Frontline Service Provider Planning & Administrative Unit NHC
2. Fill out Client's Profile Form	2. Assist the Client in filling out Profile Form	None	5 Minutes	Frontline Service Provider Planning & Administrative Unit NHC
3. Submit the Accomplished Profile Form	3. Accept the Accomplished Profile Form	None	3 Minutes	Frontline Service Provider Planning & Administrative Unit NHC
	3.1 Take client's picture	None		
	3.2 Input the client information in the NHC Masterlist	None		
4. Proceed to the Unit as per instruction of the Frontline Service Provider	4. Refer the client to applicable unit:	None	1 Minute	Frontline Service Provider Planning & Administrative Unit NHC
	4.1 If the client wants to avail Career Assistance Program, refer the client to Tulong Trabaho	None		





	Unit			
	4.2 If the client wants to avail Capacity Building Program, refer to Tulong Negosyo, Tulong Produkto, and Tulong Puhunan, or Navotaas Institute.	None		<i>Unit Head Tulong Negosyo NHC</i>  <i>Unit Head Tulong Produkto Unit NHC</i>  <i>Unit Head Tulong Puhunan NHC</i>
	4.3 If the client wants to avail Livelihood Assistance Program, advise the client to return to NHC on the scheduled date of NegoSeminar (every Wednesday (9:00 AM-12:00 NN at 1 <sup>st</sup> Floor Lobby, Navotas City Hall).	None		
5. Receive photocopy of Client Profile Form.	5. Give photocopy of Client Profile Form and endorse the client to preferred Unit	None	1 Minute	
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	

#### 4. LIVELIHOOD ASSISTANCE PROGRAM (NEW)

Livelihood Assistance Program is composed of the following:

- a.) Loan Assistance aims to extend credit and loan facilities to existing and aspiring entrepreneurs, to provide the necessary start-up fund to potential businessmen



and to provide sufficient funding assistance to those who need to expand their present businesses.

- b.) Product Development and Marketing Assistance assist in marketing client's products.

<b>Office or Division:</b>	Navotaas Hanapbuhay Center (NHC)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business		
<b>Who may avail:</b>	Legitimate Navoteño ages 15-70 years old, No existing tax delinquency (both business & realty tax), with Good Moral Character, Able to read and write.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Preliminary Requirements</b>			
<b>For Loan Amounting to P1,000.00-P5,000.00</b>			
Accomplished Application Form with Information and Communications Technology Office (ICTO) Verification (2 original)		NHC – Tulong Puhunan Unit – Frontline Service Provider	
Accomplished Kahilingan sa Pag-utang (1 original)		NHC – Tulong Puhunan Unit – Frontline Service Provider	
2 x 2 Pictures (2 pieces)		Applicant	
Any of the following: Valid ID (any of the following: Barangay ID, Company ID, SSS ID., GSIS ID, 4ps ID, Philhealth ID, Passport, Postal ID (2 certified photocopies) or Proof of Billing named after the applicant –Meralco, PLDT, Maynilad (2 certified photocopies)		Barangay where the applicant lives, Company where the applicant employed, Front Desk of the ff: SSS, GSIS, CSWDO, Hospital, DFA, Post Office Meralco, PLDT, Maynilad (delivered at home)	
Barangay Clearance with (Good Moral Character for Livelihood Loan) (1 original, 1 certified photocopy)		Barangay where the applicant resides, Barangay Hall – Secretary’s Desk	
Applicant’s current year’s Community Tax Certificate (2 certified photocopies)		City Treasurer’s Office – Window 7 to 10	
Any of the following: 1 Co-Maker with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) or 1 Co-maker with contract of service appointment (the employment contract must be within the payment period of the loan) with valid ID (2 certified photocopies) or 1 Co-Maker with Business, with valid ID and Business Permit (2 certified photocopies)		Company where the co-maker employed  BOSS – Releasing Window / Barangay where the business is located, Barangay Hall – Secretary’s Desk	
Current year’s Community Tax Certificate		City Treasurer’s Office – Window 7 to 10	



of co-maker (2 certified photocopies)	
Sketch of Location of Applicant's residence (1 original, 1 certified photocopy)	Applicant
Sketch of Location of Co-maker's residence (1 original, 1 certified photocopy)	Co-maker
Certificate of Attendance (Negoseminar) (2 certified photocopies)	NHC – Tulong Negosyo Unit – Frontline Service Provider
Certificate of Attendance (Tulong Puhunan Seminar) (2 certified photocopies)	NHC – Tulong Puhunan Unit – Frontline Service Provider
<b>Post Requirements:</b>	
Accomplished and Notarized Katibayan ng Pang-utang at Pangako ng Pagbabayad (Loan Agreement) (1 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider / Notary Public Office
<b>Preliminary Requirements</b>	
<b>For Loan Amounting to P10,000.00- P30,000.00</b>	
Accomplished Application Form with Information and Communications Technology Office (ICTO) Verification (2 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider / ICTO Window
Accomplished Kahilingan sa Pag-utang (1 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider
2 x 2 Pictures (2 pieces)	Applicant
Any of the following: Valid ID (any of the following: Barangay ID, Company ID, SSS ID., GSIS ID, 4ps ID, Philhealth ID, Passport, Postal ID (2 Valid IDs 2 certified photocopy)  Proof of Billing named after the applicant –Meralco, PLDT, Maynilad (2 original)	Barangay where the applicant resides, Barangay Hall – Secretary's Desk, Company where the applicant employed – HRDO, and Front Desk of the ff: SSS, GSIS, CSWDO, Hospital, Post Office and DFA-Passport Processing Division Meralco, PLDT, Maynilad (delivered at home)
Barangay Clearance with (Good Moral Character for Livelihood Loan) (1 original, 1 photocopy)	Barangay where the applicant resides, Barangay Hall – Secretary's Desk
Applicant's current year's Community Tax Certificate (current year) (2 certified photocopies)	City Treasurer's Office – Window 7 to 10
Any of the following set: 1.) 2 Co-Makers with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 2.) 1 Co-Maker with permanent employment status, with valid ID or Certificate of Employment (2	Company where the co-makers employed – HRDO  Company where the co-makers employed – HRDO



certified photocopies) 1 Co-maker with contract of service appointment (the employment contract must be within the payment period of the loan) with valid ID (2 certified photocopies)	Company where the co-maker employed – HRDO
3.) 1 Co-Maker with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies)	Company where the co-maker employed – HRDO
1 Co-Maker with Business, with valid ID and Business Permit (2 certified photocopies)	Company where the co-maker employed – HRDO
4.) 2 Co-Makers with Business, with valid ID and Business Permit (2 certified photocopies)	BOSS – Releasing Window or Barangay where the business is located, Barangay Hall – Secretary's Desk
Current year's Community Tax Certificate of co-maker (2 certified photocopies)	City Treasurer's Office – Window 7 to 10
Sketch of Location of Applicant's residence (1 original, 1 certified photocopy)	Applicant
Sketch of Location of 2 Co-maker's residence (1 original, 1 certified photocopy)	Co-maker
Certificate of Attendance (Negoseminar) (2 certified photocopy)	NHC – Tulong Negosyo Unit – Frontline Service Provider
Certificate of Attendance (Tulong Puhunan Seminar) (2 certified photocopies)	NHC – Tulong Puhunan Unit – Frontline Service Provider
<b>Post Requirements:</b>	
Accomplished and Notarized Katibayan ng Pang-utang at Pangako ng Pagbabayad (1 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider
<b>Additional Post Requirement for Loan amounting to P 30,000.00</b>	
Court Clearance (2 photocopies)	Court/Fiscal's Office – Front Desk
<b>For Loan amounting to P 31,000-up, co makers must be any of the following set:</b>	
1.) 2 Co-Makers with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies)	Company where the co-maker employed – HRDO
2.) 2 Co-Makers with Business, with valid ID and Business Permit (2 certified photocopies)	BOSS – Releasing Window or Barangay where the business is located-Secretary's Desk
3.) 1 Co-Maker with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies)	Company where the co-maker employed – HRDO
	BOSS – Releasing Window or Barangay where



1 Co-Maker with Business, with valid ID and Business Permit (2 certified photocopies)	the business is located, Barangay Hall – Secretary's Desk
<b>Preliminary Requirements</b>	
<b>For Loan Amounting to P50,000.00-up</b>	
Accomplished Application Form with Information and Communications Technology Office (ICTO) Verification (2 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider / ICTO Window
Accomplished Kahilingan sa Pag-utang (1 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider
2 x 2 Pictures (2 pieces)	Applicant
Any of the following: 2 Valid ID (any of the following: Barangay ID, Company ID, SSS ID., GSIS ID, 4ps ID, Philhealth ID, Passport, Postal ID (2 Valid IDs 2 certified photocopies) or  Proof of Billing named after the applicant –Meralco, PLDT, Maynilad (2 original)	Barangay where the applicant resides, Barangay Hall – Secretary's Desk, Company where the applicant employed – HRDO, Frontline Service Provider of the ff: SSS, GSIS, CSWDO, Hospital, Post Office, and DFA – Passport Processing Division Meralco, PLDT, Maynilad (delivered at home)
Barangay Clearance with (Good Moral Character for Livelihood Loan) (1 original, 1 photocopy)	Barangay where the applicant lives
Applicant's current year's Community Tax Certificate (current year) (2 certified photocopies)	City Treasurer's Office – Window 7 to 10
Any of the following set: 1.) 2 Co-Makers with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 2.) 2 Co-Makers with Business, with valid ID and Business Permit (2 certified photocopies) 3.) 1 Co-maker with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 1 Co-Maker with Business, with valid ID and Business Permit (2 certified photocopies)	Company where the co-maker employed – HRDO  BOSS – Releasing Window / Barangay where the business is located – Secretary's Desk  Company where the co-maker employed – HRDO  BOSS – Releasing Window / Barangay where the business is located, Barangay Hall – Secretary's Desk
Current year's Community Tax Certificate of co-maker (2 certified photocopies)	City Treasurer's Office – Window 7 to 10
Sketch of Location of Applicant's residence (1 original, 1 certified photocopy)	Applicant
Sketch of Location of 2 Co-maker's residence (1 original, 1 certified photocopy)	Co-maker



photocopy)				
Certificate of Attendance (Negoseminar) (2 certified photocopies)		NHC – Tulong Negosyo Unit – Frontline Service Provider		
Certificate of Attendance (Tulong Puhunan Seminar) (2 certified photocopies)		NHC – Tulong Puhunan Unit – Frontline Service Provider		
Business Plan (1 original, 1 photocopy)		Applicant		
<b>Post Requirements:</b>				
Accomplished and Notarized Katibayan ng Pang-utang at Pangako ng Pagbabayad (Loan Agreement) (1 original)		NHC – Tulong Puhunan Unit – Frontline Service Provider / Notary Public Office		
Court Clearance (2 photocopies)		Court / Fiscal's Office – Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required preliminary documents at Tulong Puhunan Unit-Frontline Service Provider	1. Receive the required preliminary documents and check for completeness.	None	10 Minutes	Frontline Service Provider Tulong Puhunan Unit NHC
	Update the NHC Masterlist.			
	1.2 If complete, check fund availability			
	1.2.1 If there's enough fund, advise the client for the conduct of Credit Investigation within 3-working days from receipt of the documents, and wait for notification through telephone or cell phone.	None		



	2. Prepare request letter to Navotas Police Station – Police Clearance to verify client's records.	None		<i>Tulong Puhunan Unit Head NHC</i>
	3. Send Request Letter to Navotas Police Station for verification of record.	None		<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	4. Receive response for verification of PNP	None		<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	5. Endorse the application to Credit Investigators.	None		<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	7. Wait for Police Verification Report	None	Depends upon the response of PNP	<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	8. Prepare Police Verification Report and endorse to NHC	None	Shall be done during the 15 - Day period	<i>Police Clearance Division Staff PNP Navotas</i>
	9. Receive Police Verification Report  9.1 If the client has no derogatory record, attached the Police Verification Report to the application	None  None	Shall be done during the 15 - Day period	<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>





	and submit to Tulong Puhunan Unit Head for final evaluation/assessment.			
* Receive the Letter of Disapproval and sign in the receiving copy	10. Make final evaluation and assessment of the loan applied based on the recommendation of the Credit Investigators.	None		<i>Tulong Puhunan Unit Head NHC</i>
	10.1 Submit the application to the Program Director.	None		
	10.2 If the client has derogatory record, make letter informing the client for the disapproval of loan due to his/her existing derogatory record.	None		<i>Program Director NHC</i>
	10.2.1 Sign the Letter of Disapproval of loan.	None		<i>Tulong Puhunan Loan Collectors NHC</i>
	10.2.2 Send the Letter of Disapproval of loan			





	11. Affix signature and recommend approval of loan to the City Mayor.	None	Shall be done during the 15 - Day period	<i>Program Director</i> NHC
	12. Endorse the application to the City Treasurer.	None	Shall be done during the 15 - Day period	<i>Frontline Service Provider</i> <i>Tulong Puhunan Unit</i> NHC
	13. Receive the documents from NHC  13.1 Affix signature in the loan application and return to NHC.	None  None	Shall be done during the 15 - Day period	<i>Receiving Clerk</i> CTO  <i>City Treasurer</i> CTO
	14. Receive the signed documents from CTO and endorse to the City Administrator's Office	None	Shall be done during the 15 - Day period	<i>Frontline Service Provider</i> <i>Tulong Puhunan Unit</i> NHC
	15. Evaluate recommendation for the approval of loan.  15.1 Affix signature and submit the application for approval of the City Mayor	None  None	Shall be done during the 15 - Day period	<i>City Administrator</i> CAO
	16. Approve the loan	None	Shall be done during the 15 - Day period	<i>City Mayor</i> MO



	17. Return the approved application to NHC	None	Shall be done during the 15 - Day period	Mayor's Office Staff MO
3. Receive advise from NHC for the submission/completion of the Post Requirements and Loan Agreement signing	18. Receive the approved loan application.  18.1 Advise the client of the approval of loan and return to NHC-Tulong Puhunan Unit for the submission/completion of the Post Requirements and for Loan Agreement signing.	None	Shall be done during the 15 - Day period	Frontline Service Provider Tulong Puhunan Unit NHC
4. Return to NHC-Tulong Puhunan Unit for submission/completion of Post Requirements and Loan Agreement signing at.	19. Accept the required Post Requirements and give the Loan Agreement.	None	Shall be done during the 15 - Day period	Frontline Service Provider Tulong Puhunan Unit NHC
5. Go to Notary Public for notarization of the Loan Agreement.	19.1 Advise the client for the notarization of Loan Agreement once the co-maker/s also signed in the Loan Agreement.	None		



6. Return to NHC-Tulong Puhunan Unit and submit the fully accomplished and notarized Loan Agreement	20. Receive the fully accomplished and notarized Loan Agreement and check for correctness.	None	Shall be done during the 15 - Day period	Frontline Service Provider Tulong Puhunan Unit NHC
6.1 Make modification on the documents	20.1 If correct, attach to the approved application/d ocuments.	None		
	20.2 If not correct, advise the client to make modification.	None		
	20.3 Advise the client to wait for the notification for the release of loan.	None		
<b>TOTAL:</b>		<b>None</b>	<b>15 Days and 10 Minutes</b>	

*Note: Provision of Marketing Assistance to the client (Tulong Puhunan Awardee) is part of Livelihood Assistance Program, also with the provision of assistance in organizing of Cooperative Development, including registration to SEC/CDA.*



## 5. LIVELIHOOD ASSISTANCE PROGRAM (RENEWAL)

Livelihood Assistance Program is composed of the following:

- a.) Loan Assistance aims to extend credit and loan facilities to existing and aspiring entrepreneurs, to provide the necessary start-up fund to potential businessmen and to provide sufficient funding assistance to those who need to expand their present businesses. Loans maybe renewed if the applicants get Excellent/Very Satisfactory/Satisfactory payment and business performance ratings in the previous loan.
- b.) Marketing Assistance assists in marketing client's products.

<b>Office or Division:</b>	Navotaas Hanapbuhay Center (NHC)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business		
<b>Who may avail:</b>	Legitimate Navoteño ages 15-70 years old, No existing tax delinquency (both business & realty tax), With Good Moral Character, Able to read and write, Applicants' with Excellent/Very Satisfactory/Satisfactory payment and business performance ratings in the previous loan.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Preliminary Requirements</b>			
<b>For Loan Amounting to P1,000.00-P5,000.00</b>			
Accomplished Application Form with Information and Communications Technology Office (ICTO) Verification (2 original)		NHC – Tulong Puhunan Unit – Frontline Service Provider / ICTO Window	
Accomplished Kahilingan sa Pag-utang (1 original)		NHC – Tulong Puhunan Unit – Frontline Service Provider	
2 x 2 Pictures (2 pieces)		Applicant	
Any of the following: Valid ID (any of the following: Barangay ID, Company ID, SSS ID., GSIS ID, 4ps ID, Philhealth ID, Passport, Postal ID (2 certified photocopies) or  Proof of Billing named after the applicant – Meralco, PLDT, Maynilad (2 certified photocopies)		Barangay where the applicant lives, Barangay Hall – Secretary's Desk, Company where the applicant employed – HRDO, Front Desk of the ff: SSS, GSIS, CSWDO, Hospital, Post Office and DFA – Passport Processing Division Meralco, PLDT, Maynilad (delivered at home)	
Barangay Clearance with (Good Moral Character for Livelihood Loan) (1 original, 1 certified photocopy)		Barangay where the applicant resides, Barangay Hall – Secretary's Desk	
Applicant's current year's Community Tax Certificate (2 certified photocopies)		City Treasurer's Office – Window 7 to 10	
Any of the following:			



1 Co-Maker with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) or 1 Co-maker with contract of service appointment (the employment contract must be within the payment period of the loan) with valid ID (2 certified photocopies) or 1 Co-Maker with Business, with valid ID and Business Permit (2 certified photocopies)	Company where the co-maker employed – HDRO  BOSS – Releasing Window / Barangay where the business is located, Barangay Hall – Secretary's Desk
Current year's Community Tax Certificate of co-maker (2 certified photocopies)	City Treasurer's Office – Window 7 to 10
Business Permit (2 certified photocopies)	BOSS – Releasing Window / Barangay where the business is located, Barangay Hall – Secretary's Desk
<b>If co-maker has been changed:</b>	
Sketch of Location of Co-maker's residence (1 original, 1 certified photocopy)	Co-maker
<b>Post Requirements:</b>	
Accomplished and Notarized Katibayan ng Pang-utang at Pangako ng Pagbabayad (Loan Agreement) (1 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider
<b>Preliminary Requirements</b>	
<b>For Loan Amounting to P10,000.00- P30,000.00</b>	
Accomplished Application Form with Information and Communications Technology Office (ICTO) Verification (2 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider / ICTO Window
Accomplished Kahilingan sa Pag-utang (1 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider
2 x 2 Pictures (2 pcs.)	Applicant
Any of the following: Valid ID (any of the following: Barangay ID, Company ID, SSS ID., GSIS ID, 4ps ID, Philhealth ID, Passport, Postal ID (2 Valid IDs 2 certified photocopy)  Proof of Billing named after the applicant – Meralco, PLDT, Maynilad (2 original)	Barangay where the applicant lives, Barangay Hall – Secretary's Desk, Company where the applicant employed – HRDO, Front Desk of the ff: SSS, GSIS, CSWDO, Hospital, Post Office and DFA – Passport Processing Division Meralco, PLDT, Maynilad (delivered at home)
Barangay Clearance with (Good Moral Character for Livelihood Loan) (1 original, 1 photocopy)	Barangay where the applicant resides, Barangay Hall – Secretary's Desk
Applicant's current year's Community Tax Certificate (current year) (2 certified photocopies)	City Treasurer's Office – Window 7 to 10



Any of the following set: 1.) 2 Co-Makers with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 2.) 1 Co-Maker with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 1 Co-maker with contract of service appointment (the employment contract must be within the payment period of the loan) with valid ID (2 certified photocopies) 3.) 1 Co-Maker with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 1 Co-Maker with Business, with valid ID and Business Permit (2 certified photocopies) 4.) 2 Co-Makers with Business, with valid ID and Business Permit (2 certified photocopies)	Company where the co-makers employed – HRDO  Company where the co-makers employed – HRDO  Company where the co-makers employed – HRDO  Company where the co-maker employed – HRDO  Company where the co-maker employed – HRDO  BOSS – Releasing Window or Barangay where the business is located, Barangay Hall – Secretary's Desk
Current year's Community Tax Certificate of co-maker (2 certified photocopies)	City Treasurer's Office – Window 7 to 10
<b>If co-maker/s has been changed:</b>	Applicant
Sketch of Location of 2 Co-maker's residence (1 original, 1 certified photocopy)	Co-maker
Business Permit (2 certified photocopies)	BOSS – Releasing Window or Barangay where the business is located, Barangay Hall – Secretary's Desk
<b>Post Requirements:</b>	
Accomplished and Notarized Katibayan ng Pang-utang at Pangako ng Pagbabayad (Loan Agreement) (1 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider
<b>Additional Post Requirement for Loan amounting to P 30,000.00</b>	
Court Clearance (2 photocopies)	Court / Fiscal's Office – Front Desk
<b>For Loan amounting to P 31,000-up, co-makers must be any of the following set:</b> 1.) 2 Co-Makers with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 2.) 2 Co-Makers with Business, with valid ID and Business Permit (2	Company where the co-maker employed – HRDO  BOSS – Releasing Window or Barangay where the business is located, Barnagay Hall – Secretary's Desk



certified photocopies) 3.) 1 Co-maker with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 1 Co-Maker with Business, with valid ID and Business Permit (2 certified photocopies)	Company where the co-maker employed – HRDO  BOSS – Releasing Window or Barangay where the business is located, Barangay Hall – Secretary's Desk
<b>Preliminary Requirements</b>	
<b>For Loan Amounting to P50,000.00-up</b>	
Accomplished Application Form with Information and Communications Technology Office (ICTO) Verification (2 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider
Accomplished Kahilingan sa Pag-utang (1 original)	NHC – Tulong Puhunan Unit – Frontline Service Provider
2 x 2 Pictures (2 pieces)	Applicant
Any of the following: 2 Valid ID (any of the following: Barangay ID, Company ID, SSS ID., GSIS ID, 4Ps ID, Philhealth ID, Passport, Postal ID (2 Valid IDs 2 certified photocopies) or  Proof of Billing named after the applicant – Meralco, PLDT, Maynilad (2 original)	Barangay where the applicant lives, Barangay Hall – Secretary's Desk, Company where the applicant employed – HRDO, Front Desk of the ff: SSS, GSIS, CSWDO, Hospital, Post Office and DFA – Passport Processing Division Meralco, PLDT, Maynilad (delivered at home)
Barangay Clearance with (Good Moral Character for Livelihood Loan) (1 original, 1 photocopy)	Barangay where the applicant lives, Barangay Hall – Secretary's Desk
Applicant's current year's Community Tax Certificate (current year) (2 certified photocopies)	City Treasurer's Office – Window 7 to 10
Any of the following set: 1.) 2 Co-Makers with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 2.) 2 Co-Makers with Business, with valid ID and Business Permit (2 certified photocopies) 3.) 1 Co-maker with permanent employment status, with valid ID or Certificate of Employment (2 certified photocopies) 1 Co-Maker with Business, with valid ID and Business Permit (2 certified photocopies)	Company where the co-maker employed – HRDO  BOSS – Releasing Window / Barangay where the business is located, Barangay Hall – Secretary's Desk Company where the co-maker employed – HRDO  BOSS – Releasing Window / Barangay where the business is located, Barangay Hall – Secretary's Desk
Current year's Community Tax Certificate	City Treasurer's Office – Window 7 to 10





of co-maker (2 certified photocopies)				
<b>If co-maker/s has been changed:</b>				
Sketch of Location of 2 Co-maker's residence (1 original, 1 certified photocopy)		Co-maker		
Business Plan (1 original, 1 photocopy)		Applicant		
Business Permit (2 certified photocopies)		BOSS – Releasing Window / Barangay where the business is located, Barangay Hall – Secretary's Desk		
<b>Post Requirements:</b>				
Accomplished and Notarized Katibayan ng Pang-utang at Pangako ng Pagbabayad (Loan Agreement) (1 original)		NHC – Tulong Puhunan Unit – Frontline Service Provider / Notary Public Office		
Court Clearance (2 photocopies)		Court / Fiscal's Office – Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required preliminary documents at NHC-Tulong Puhunan Unit.  * Acknowledge receipt of the returned documents for completion of the lacking requirements and sign in the logbook.	1. Receive the required preliminary documents and check for completeness.	None	10 Minutes	Frontline Service Provider Tulong Puhunan Unit NHC
	1.1 If incomplete, indicate the lacking requirements and return the documents for completion. Ask the client to acknowledge receipt and sign in the logbook.	None		
	Update the NHC Masterlist.			
	1.2 If complete, check fund availability.	None		
	1.2.1 If there's enough fund, advise the client for the conduct of Business Performance & Payment Evaluation within 3-working days from	None		





	receipt of the documents, and wait for notification through telephone or cell phone.			
	2. Prepare request letter to Navotas Police Station- Police Clearance to verify client's records.	None	Shall be done during the 15 - Day period	<i>Tulong Puhunan Unit Head NHC</i>
	3. Send Request Letter to Navotas Police Station for verification of record.	None	Shall be done during the 15 - Day period	<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	4. Receive response for verification of PNP.	None	Shall be done during the 15 - Day period	<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	5. Evaluate the payment rating.	None	Shall be done during the 15 - Day period	<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	5.1 Endorse the application to Credit Investigator/s for business performance evaluation.	None		<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	5.2 Evaluate the client's business performance.	None		<i>Credit Investigators Tulong Puhunan Unit NHC</i>
	5.3 Prepare the Credit Investigation	None		<i>Credit Investigators Tulong Puhunan Unit NHC</i>



	Report/Business Performance Evaluation and submit to the Tulong Puhunan Unit Head.			
	Wait for Police Verification Report.	None	Shall be done during the 15 - Day period	<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	6. Receive Police Verification Report  6.1 If the client has no derogatory record, attach the Police Verification Report to the application and submit to Tulong Puhunan Unit Head for final evaluation/ assessment.	None  None	Shall be done during the 15 - Day period	<i>Frontline Service Provider Tulong Puhunan Unit NHC</i>
	7. Make final evaluation and assessment of the loan applied based on the recommendation of the Credit Investigators.  7.1 Submit the application to the Program Director.  7.2 If the client has derogatory record, make letter informing the client for the disapproval of loan due to his/her existing	None  None  None	Shall be done during the 15 - Day period	<i>Tulong Puhunan Unit Head NHC</i>



* Receive the Letter of Disapproval and sign in the receiving copy.	derogatory record.			
	7.2.1 Sign the Letter of Disapproval of loan.	None		Program Director NHC
	7.2.2 Send the Letter of Disapproval of loan.	None		Tulong Puhunan Loan Collectors NHC
	8. Affix signature and recommend approval of loan to the City Mayor.	None	Shall be done during the 15 - Day period	Program Director NHC
	9. Endorse the application to the City Treasurer.	None	Shall be done during the 15 - Day period	Frontline Service Provider Tulong Puhunan Unit NHC
	10. Receive the documents from NHC.	None	Shall be done during the 15 - Day period	Receiving Clerk CTO
	10.1 Affix signature in the loan application and return to NHC.	None		City Treasurer CTO
	11. Receive the signed documents from CTO and endorse to the City Administrator's Office.	None	Shall be done during the 15 - Day period	Frontline Service Provider Tulong Puhunan Unit NHC
	12. Evaluate recommendation for the approval of loan.	None	Shall be done during the 15 - Day period	City Administrator CAO



	12.1 Affix signature and submit the application for approval of the City Mayor.	None		
	13. Approve the loan application.	None	Shall be done during the 15 - Day period	City Mayor MO
	14. Return the approved application to NHC.	None	Shall be done during the 15 - Day period	Mayor's Office Staff MO
2. Receive advise from NHC for the submission/ completion of the Post Requirements and Loan Agreement signing.	15. Receive the approved loan application.	None	Shall be done during the 15 - Day period	Frontline Service Provider Tulong Puhunan Unit NHC
	15.1 Advise the client of the approval of loan and return to NHC-Tulong Puhunan Unit for the submission/ completion of the Post Requirements and for Loan Agreement signing.	None		
3. Return to NHC-Tulong Puhunan Unit for submission/ completion of Post Requirements and Loan Agreement signing. 4. Go to Notary Public for notarization of the Loan Agreement.	16. Accept the required Post Requirements and give the Loan Agreement.	None	Shall be done during the 15 - Day period	Frontline Service Provider Tulong Puhunan Unit NHC
	16.1 Advise the client for the notarization of Loan Agreement once the co-maker/s also signed in the Loan Agreement.	None		



5. Return to NHC-Tulong Puhunan Unit and submit the fully accomplished and notarized Loan Agreement	17. Receive the fully accomplished and notarized Loan Agreement and check for correctness.	None	Shall be done during the 15 - Day period	Frontline Service Provider Tulong Puhunan Unit NHC
	17.1 If correct, attach to the approved application/ documents.	None		
	17.2 If not correct, advise the client to make modification	None		
	17.3 Advise the client to wait for the notification for the release of loan.	None		
* Make modification on the documents.				
<b>TOTAL:</b>		<b>None</b>	<b>15 Days and 10 Minutes</b>	

*Note: Provision of Marketing Assistance to the client (Tulong Puhunan Awardee) is part of Livelihood Assistance Program, also with the provision of assistance in organizing of Cooperative Development, including registration to SEC/CDA.*



# **Navotas Polytechnic College (NPC)**

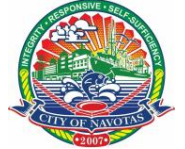
## **External Services**



## 1. ISSUANCE OF CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) FOR CHED

Certified, authenticated and verified Transcript of Records (TOR) and/or Diploma are issued to NPC graduates and undergraduates for local and overseas employment. This document is submitted to the Commission on Higher Education (CHED) by the student.

<b>Office or Division:</b>	Navotas Polytechnic College (NPC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students of Navotas Polytechnic College			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Request Form for Student Records (1 original)		NPC Registrar's Office – Window 7		
School I.D. or any government issued I.D. (1 original) (to be presented only)		NPC MIS Office/Government Agency		
Official Receipt for payment of the requested document (PHP 60.00) *to be issued upon payment (1 original)		NPC Accounting Office		
Transcript of Records (TOR) and Diploma for graduates (1 original)		NPC Registrar's Office – Window 7		
Transcript of Records (TOR) for undergraduates (1 original)		NPC Registrar's Office – Window 7		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Accomplished Request Form for Student Record and other required documents at NPC Registrar's Office – Window 7.	1. Receive the required documents and check for completeness.	None	20 Minutes	Registrar II or Clerk or Clerk II NPC
	1.1 Verify the requested document from the records on file.	None		
* Make sure to secure the Accomplished Request Form that will be issued	1.2 Upon verification, return the Accomplished Request Form to the client and advise to pay fees at the Accounting Office	None		



2. Present the Accomplished Request Form to Accounting Office and pay the required fee  * Make sure to secure the Official Receipt that will be issued	2. Accept payment and issue Official Receipt	Certification fee – PHP 60.00	10 Minutes	Cashier III or Supply Officer I or Clerk NPC
3. Proceed to Registrar's Office and present the Accomplished Request Form and Official Receipt  3.1 Wait while the request is being processed	3. Accept documents and advise the client to wait while the request is being processed.  3.1 Process the requested documents	None  None	30 Minutes	Registrar II or Clerk or Clerk II NPC
4. Receive the CAV TOR and/or Diploma	4. Release the CAV TOR and/or Diploma	None	10 Minutes	Registrar II or Clerk or Clerk II NPC
<b>TOTAL:</b>		<b>PHP 60.00</b>	<b>1 Hour and 10 Minutes</b>	

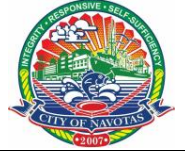




## 2. ISSUANCE OF CERTIFICATE OF ENROLLMENT

Certificate of enrollment is issued to students who are officially enrolled for the academic year stated therein.

<b>Office or Division:</b>	Navotas Polytechnic College (NPC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students of Navotas Polytechnic College			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Request Form for Student Records (1 original)		NPC Registrar's Office – Window 7		
School I.D. or any government issued I.D. (1 original to be presented, 1 photocopy)		NPC MIS Office / Government Agency		
Official Receipt for payment of the requested document (PHP 20.00) *to be issued upon payment (1 original)		NPC Accounting Office		
Registration Form (1 original)		NPC Registrar's Office – Window 7		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Accomplished Request Form for Student Record and other required documents at the Registrar's Office-Window 7  * Make sure to secure the Accomplished Request Form that will be issued	1. Receive the required documents and check for completeness	None	20 Minutes	<i>Registrar II or Clerk or Clerk II NPC</i>
	1.1 Verify the requested documents from the records on file.	None		
	1.2 Upon verification, return the Accomplished Request Form to the client and advise to pay fees at the Accounting Office	None		
2. Present the Accomplished Request Form to	2. Accept payment and issue Official Receipt	Certificate fee – PHP 20.00	10 Minutes	<i>Cashier III or Supply Officer I</i>



Accounting Office and pay the required fee  * Make sure to secure the Official Receipt that will be issued				or Clerk NPC
3. Proceed to Registrar's Office and present the Accomplished Request Form and Official Receipt  3.1 Wait while the request is being processed	3. Accept documents and advise the client to wait while the request is being processed.  3.1 Process the requested documents	None  None	20 Minutes	Registrar II or Clerk or Clerk II NPC
4. Receive the Certificate of Enrollment	4. Release the Certificate of Enrollment	None	10 Minutes	Registrar II or Clerk or Clerk II NPC
<b>TOTAL:</b>		<b>PHP 20.00</b>	<b>1 Hour</b>	



### 3. ISSUANCE OF CERTIFICATE OF GRADUATION

Certificate of Graduation is issued to NPC graduates for local and overseas employment.

<b>Office or Division:</b>	Navotas Polytechnic College (NPC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Graduates of Navotas Polytechnic College			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Request Form for Student Records (1 original)		NPC Registrar's Office – Window 7		
School I.D. or any government issued I.D. (1 original to be presented, 1 photocopy)		NPC MIS Office / Government Agency		
Official Receipt for payment of the requested document (PHP 20.00) *to be issued upon payment (1 original)		NPC Accounting Office		
Transcript of Records (TOR) / Diploma (1 original to be presented)		NPC Registrar's Office – Window 7		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Accomplished Request Form for Student Record and other required documents at the Registrar's Office-Window 7  * Make sure to secure the Accomplished Request Form that will be issued	1. Receive the required documents and check for completeness  1.1 Verify the requested document from the records on file.  1.2 Upon verification, return the Accomplished Request Form to the client and advise to pay fees at the Accounting Office	None  None  None	20 Minutes	Registrar II or Clerk or Clerk II NPC
2. Present the	2. Accept payment	Certificate	10 Minutes	Cashier III or



Accomplished Request Form to Accounting Office and pay the required fee  * Make sure to secure the Official Receipt that will be issued	and issue Official Receipt	fee – PHP 20.00		Supply Officer I or Clerk NPC
3. Proceed to Registrar's Office and present the Accomplished Request Form and Official Receipt  3.1 Wait while the request is being processed	3. Accept the documents and advise the client to wait while the request is being processed.  3.1 Process the requested document	None  None	20 Minutes	Registrar II or Clerk or Clerk II NPC
4. Receive the Certificate of Graduation	4. Release the Certificate of Graduation	None	10 Minutes	Registrar II or Clerk or Clerk II NPC
<b>TOTAL:</b>		<b>PHP 20.00</b>	<b>1 Hour</b>	



## 4. ISSUANCE OF CERTIFICATE OF GOOD MORAL CHARACTER

Certificate of Good Moral Character is issued to a student with no record of misconduct as verified by the Guidance Counselor.

<b>Office or Division:</b>	Navotas Polytechnic College (NPC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students of Navotas Polytechnic College			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Request Form for Student Records (1 original)		NPC Registrar's Office – Window 7		
School I.D. or any government issued I.D. (1 original to be presented, 1 photocopy)		NPC MIS Office / Government Agency		
Official Receipt for payment of the requested document (PHP 20.00) *to be issued upon payment (1 original)		NPC Accounting Office		
Registration Form (1 original)		NPC Registrar's Office – Window 7		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Accomplished Request Form for Student Record and other required documents at the Registrar's Office – Window 7  * Make sure to secure the Accomplished Request Form that will be issued	1. Receive the required documents and check for completeness	None	30 Minutes	Registrar II or Clerk or Clerk II NPC
	1.1 Verify from the Guidance Office if there is any misconduct committed by the student.	None		
	1.2 Upon verification, return the Accomplished Request Form to the client and advise to pay fees at the Accounting Office	None		



<p>2. Present the Accomplished Request Form to Accounting Office and pay the required fee</p> <p>* Make sure to secure the Official Receipt that will be issued</p>	<p>2. Accept payment and issue Official Receipt</p>	<p>Certificate fee – PHP 20.00</p>	<p>10 Minutes</p>	<p><i>Cashier III</i> or <i>Supply Officer I</i> or <i>Clerk</i> NPC</p>
<p>3. Proceed to Registrar's Office and present the Accomplished Request Form and Official Receipt</p> <p>3.1 Wait while the request is being processed</p>	<p>3. Accept documents and advise the client to wait while the request is being processed.</p> <p>3.1 Process the requested documents</p>	<p>None</p> <p>None</p>	<p>20 Minutes</p>	<p><i>Registrar II</i> or <i>Clerk</i> or <i>Clerk II</i> NPC</p>
<p>4. Receive the Certificate of Good Moral Character</p>	<p>4. Release the Certificate of Good Moral Character</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Registrar II</i> or <i>Clerk</i> or <i>Clerk II</i> NPC</p>
<b>TOTAL:</b>		<b>PHP 20.00</b>	<b>1 Hour and 10 Minutes</b>	



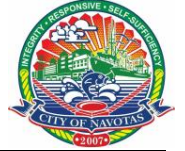
## 5. ISSUANCE OF COLLEGE DIPLOMA

College Diploma is issued to students who finished any course/program at NPC.

<b>Office or Division:</b>	Navotas Polytechnic College (NPC)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Graduate Students of Navotas Polytechnic College			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
School I.D. or any government issued I.D. (1 original to be presents, 1 photocopy)		NPC MIS Office / Government Agency		
Accomplished Request Form for Students Records (1 original)		NPC Registrar's Office – Window 7		
Transcript of Records (TOR) (1 Original)		NPC Registrar's Office – Window 7		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Accomplished Request Form for Student Record and other required documents at The Registrar's Office-Window 7  * Make sure to secure the Accomplished Request Form that will be issued	1. Receive the required documents and check for completeness	None	20 Minutes	Registrar II or Clerk or Clerk II NPC
	1.1 Verify the requested documents from the records on file.	None		
	1.2 Upon verification, return the Accomplished Request Form to the client and advise to pay fees at the Accounting Office	None		
2. Present the Accomplished Request Form to Accounting Office and pay the required fee	2. Accept payment and issue Official Receipt	Original copy of Diploma fee – PHP 120.00	10 Minutes	Cashier III or Supply Officer I or Clerk NPC

* Make sure to secure the Official Receipt that will be issued				
3. Proceed to Registrar’s Office and present the Accomplished Request Form and Official Receipt  3.1 Receive the Claiming Stub	3. Accept documents, issue Claiming Stub and advise the client to return after four (4) working days	None	10 Minutes	Registrar II or Clerk or Clerk II NPC
	4. Process the requested document:	None	Shall be done during the 4-day period	Registrar II or Clerk or Clerk II NPC
	4.1 Encode data	None		
	4.2 Print the Diploma	None		
	4.3 Endorse the Diploma to all signatories:	None		
	4.3.1 Hon. Mayor Tobias M. Tiangco City Mayor Chairman of the Board of Trustees	None		City Mayor Chairman of the Board of Trustees
	4.3.2 Dr. Rebecca T. Añonuevo College President	None		College President NPC
	4.3.3 Ms. Maria Bernadette G. Reyes College Registrar	None		College Registrar NPC





4. Return to Registrar's Office and submit the Claiming Stub	4. Receive the Claiming Stub	None	10 Minutes	Registrar II or Clerk or Clerk II NPC
4.1 Receive the College Diploma	4. Release the College Diploma	None		
<b>TOTAL:</b>		<b>PHP 120.00</b>	<b>4 Days and 50 Minutes</b>	



## 6. ISSUANCE OF TRANSCRIPT OF RECORD / HONORABLE DISMISSAL

Transcript of Records/Honorable Dismissal represents the students' official record of grades and proof that he/she is cleared of obligations and accountabilities at NPC.

<b>Office or Division:</b>	Navotas Polytechnic College (NPC)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students of Navotas Polytechnic College			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Request Form for Student Records (1 original)		NPC Registrar's Office – Window 7		
Clearance (1 original)		NPC Guidance and Counseling Center – Front Desk		
Passport size Picture with name tag and white background (2 pieces)		Photo Centers outside of the school		
Form 137 / Transcript of Record if transferee (1 original)		Previous School (Senior High School / College / University) – Registrar's Office		
NSO/PSA Birth Certificate (1 original, 1 photocopy, 1 certified photocopy)		PSA – Civil Registration and Services Division		
Documentary Stamp (1 piece)		BIR – Registration Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Accomplished Request Form for Student Record and other required documents at the Registrar's Office – Window 7	1. Receive the required documents and check for completeness	None	20 Minutes	Registrar II or Clerk or Clerk II NPC
	1.1 Verify the requested documents from the records on file.	None		
* Make sure to secure the Accomplished Request Form that will be issued	1.2 Upon verification, return the Accomplished Request Form to the client and advise to pay fees at the	None		



	Accounting Office			
<p>2. Present the Accomplished Request Form to Accounting Office and pay the required fee</p> <p>* Make sure to secure the Official Receipt that will be issued</p>	2. Accept payment and issue Official Receipt	<p>Transcript of Records fee – PHP 120.00</p> <p>Honorable Dismissal fee – PHP 20.00</p>	10 Minutes	<p>Cashier III or Supply Officer I or Clerk NPC</p>
<p>3. Proceed to Registrar's Office and present the Accomplished Request Form and Official Receipt</p> <p>3.1 Receive the Claiming Stub</p>	3. Accept documents, issue Claiming Stub and advise the client to return after four (4) working days	None	10 Minutes	<p>Registrar II or Clerk or Clerk II NPC</p>
	<p>4. Process the requested document:</p> <p>4.1 Evaluate grades of students based on the Grade Sheets submitted by Professors.</p> <p>4.2 Encode grades in the TOR System</p> <p>4.3 Print TOR / Honorable Dismissal</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	Shall be done during the 4-day period	<p>Registrar II or Clerk or Clerk II NPC</p>



	4.4 Affix signature on the TOR/ Honorable Dismissal			
5. Return to Registrar's Office and submit the Claiming Stub	5. Receive the Claiming Stub	None	10 Minutes	<i>Registrar II or Clerk or Clerk II NPC</i>
5.1 Receive Transcript of Record / Honorable Dismissal	5.1 Release the Transcript of Record / Honorable Dismissal	None		
<b>TOTAL:</b>		<b>Transcript of Records Fee - PHP 120.00 Honorable Dismissal Fee - PHP 20.00</b>	<b>4 Days and 50 Minutes</b>	

## 7. PRE-REGISTRATION PROCESS FOR NEW STUDENTS AND TRANSFEREE

Successful entrance examinees undergo the pre-registration process. It involves the review and evaluation of the completeness of documentary requirements for enrolment.

<b>Office or Division:</b>	Navotas Polytechnic College (NPC)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	New Students (Freshmen) and Transferees who passed the College Entrance test
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Application Form and Stub (1 original)	NPC Admission and Scholarship Office – Window 1
Long Brown envelope (1 piece)	School Supplies Store
Senior High School Card (1 original, 1 photocopy)	Previous School (Senior High School)
Good Moral Certificate (1 original, 1 photocopy)	Previous School (Senior High School) – Guidance Counselor Office



Passport size photo with white background and name tag (1 piece)		Photo centers outside of school		
NSO / PSA authenticated birth certificate (1 original, 1 photocopy)		National Statistics Office (NSO) or Philippine Statistics Authority (PSA) – Civil Registration and Services Division		
Transcript of Record (TOR) (1 original)		Previous School (College/University)		
Honorable Dismissal (HD) (1 original)		Previous School (College/University)		
Verification as Navoteño:				
Applicant's Voter's ID / Guardian's Voter's ID (parents, brother, sister, uncle, aunt, Grandparents) (1 original, 1 photocopy)		COMELEC – Registration Division		
Government issued I.D. with address in Navotas (1 original, 1 photocopy)		National Government Agency (PhilHealth, LTO, Passport, etc.) – Registration Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Guidance Center and submit all the required documents.	1. Receive all the required documents and check for completeness.	None	20 Minutes	Assistant Professor II or Asst. Guidance Counselor NPC
1.1 Receive Pre-Registration Form	1.1 If complete, issue pre-registration form. Inform the client to proceed to the MIS Office for the encoding of Student's Profile and advise the client to return on the scheduled date of enrollment.	None		
* Acknowledge receipt of the document for completion and sign in the logbook	1.2 If incomplete, attach checklist of the lacking requirement and return to the client for completion. Record the date and time of return, ask	None		



	the client to acknowledge receipt, and sign in the logbook			
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	

## 8. PROCESSING OF APPLICATION FOR COLLEGE ENTRANCE TEST

Application for College Entrance Test is offered to high school graduates and transferees interested for college admission at NPC. It involves the receiving, reviewing, and evaluating of the submitted documentary requirements.

<b>Office or Division:</b>	Navotas Polytechnic College (NPC)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	Navoteños		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>For High School Graduates:</b>			
Form 138 / Senior High School Card (1 original, 1 photocopy)		Previous School (Senior High School)	
Good Moral Certificate (1 original, 1 photocopy)		Previous School (Senior High School) – Guidance Counselor Office	
Passport size photo with white background and name tag (2 pieces)		Photo centers outside of school	
NSO / PSA authenticated birth certificate (1 original, 1 photocopy)		National Statistics Office (NSO) or Philippine Statistics Authority (PSA) – Civil Registration and Services Division	
Applicant's Voter's ID / Guardian's Voter's ID (parents, brother, sister, uncle, aunt, grandparents) / Government issued ID with address in Navotas (1 original, 1 photocopy)		COMELEC – Registration Division  National Government Agency	
Official Receipt (P150.00) for retakers only *to be issued upon payment (1 original)		NPC Accounting Office	
<b>For Transferee:</b>			
Certificate of Grades / Transcript of Records (1 original, 1 photocopy)		Previous School (College/University)	
Good Moral Certificate (1 original, 1 photocopy)		Previous School (College/University) – Guidance Counselor Office	
Honorable Dismissal (1 original, 1 photocopy)		Previous School (College/University)	
NSO/ PSA authenticated birth certificate (1 original, 1 photocopy)		PSA – Civil Registration and Services Division	



Passport size photo with white background (2 pieces)		Photo centers outside of school		
Voter's ID / Guardian's Voter's ID (parents, brother, sister, uncle, aunt, grandparents) / Government issued ID with address in Navotas (1 original, 1 photocopy)		COMELEC – Registration Division  National Government Agency		
Official Receipt (P150.00) for retakers only *to be issued upon payment (1 original)		NPC Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For first time takers:</b> 1. Submit the required documents to the Admission and Scholarship Office          1.1 Accomplish the Application Form for Entrance Test	1. Receive the required documents and check for completeness	None	20 Minutes	<i>Administrative Officer I</i> or <i>Clerk</i> NPC
	1.1 If complete, evaluate the grades of the applicant if he/she is qualified to the chosen course	None		
	1.1.1 If qualified, issue Application Form for Entrance Test.	None		
	1.1.2 If not qualified, return the documents and inform the applicant of the reason for disqualification	None		
	1.3 In some cases, clients are	None		



1.3 Submit promissory letter/note	asked to write promissory letter/note for lacking requirements and accept the documents presented.			
2. Sign-up in the list of examinees	2. Accept the documents. Check if the Application Form is completely accomplished. Advise the applicant to sign up in the List of Examinees.	None	10 Minutes	<i>Administrative Officer I or Clerk NPC</i>
2.1 Receive the Schedule of Examination/ Application Stub	2.1 Give the schedule of examination, Application Stub and instructions	None		
<b>For retakers:</b>				
1. Accomplish the Application Form	1. Issue application form	None	10 Minutes	<i>Administrative Officer I or Clerk NPC</i>
	1.1 Attach the requirements submitted the first time he/she took the examination	None		
* Make sure to	1.2 Issue Order of Payment and	None		





secure Order of Payment that will be issued	advise to pay at Cashier			
2. Pay to the Cashier based on the Order of Payment  * Make sure to secure Official Receipt that will be issued	2. Accept payment based on the Order of Payment and issue Official Receipt.	Admission fee – PHP 150.00	10 Minutes	Cashier III or Supply Officer I or Clerk NPC
3. Sign-up in the list of examinees  3.1 Receive the Schedule of Examination/ Application Stub	3. Accept the documents. Advise the applicant to sign-up in the List of Examinees  3.1 Give the schedule of examination, Application Stub and instructions/ reminders	None  None	10 Minutes	Administrative Officer I or Clerk NPC
<b>TOTAL:</b>		<b>For first time takers – None</b>  <b>For retakers – PHP 150.00</b>	<b>30 Minutes</b>  <b>30 Minutes</b>	

## 9. PROCESSING OF APPLICATION FOR ENROLLMENT OF NEW (FRESHMEN) STUDENTS AND TRANSFEREES

New students' and transferees' complete requirements are received and encoded with their schedules into the NPC database/system.

<b>Office or Division:</b>	Navotas Polytechnic College (NPC)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Successful Applicants



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>For Freshmen:</b>				
Form 138 (Senior High School Card) (1 original, 1 photocopy)		Previous School (Senior High School)		
<b>For Transferee:</b>				
Transcript of Records (1 original, 1 photocopy)		Previous School (College/University)		
Honorable Dismissal (1 original, 1 photocopy)		Previous School (College/University)		
<b>For Freshmen and Transferee</b>				
Good moral certificate (1 original, 1 photocopy)		Previous School (Senior High School / College / University)		
Community Tax Certificate (Cedula) For students below 18 years old, Cedula of parents/guardian (1 original)		City Treasurer's Office – Window 7 to 10		
Passport size photo with name tag and white background (2 pieces)		Photo Centers outside of school		
1x1 photo (1 piece)		Photo Centers outside of school		
PSA/NSO authenticated Birth Certificate (1 original, 1 photocopy)		PSA – Civil Registration and Services Division		
Free Higher Education (FHE) Claim Stub/ Waiver for Opt Out (1 original)		NPC Admission and Scholarship Office		
Pre-registration form (1 original)		NPC Admission and Scholarship Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Registrar's Office and submit all the required documents – Window 7	1. Receive the required documents and check for completeness	None	10 Minutes	Registrar II/ Clerk/ Clerk II NPC
1.1 Secure copy of requirement checklist.	1.1 If the documents are complete, issue requirement checklist and advise the client to proceed to Guidance Counseling Center for the Class Schedule.	None		
	1.1.1 If the student chooses to	None		



	<p>opt out, advise the client to proceed to the Admission Office to secure waiver.</p> <p>1.1.2 The Admission Officer instructs the client to process the notarization of the waiver.</p>	None		
<p>2. Go to Guidance Counseling Center and present the requirement checklist and Cedula.</p> <p>2.1 Select Class Schedule</p>	<p>2. Evaluate the requirement checklist and Cedula presented by the client.</p> <p>2.1 Assist the client in selecting class schedule.</p> <p>2.2 Advise the client to proceed to the MIS Department for advising and encoding</p>	<p>None</p> <p>None</p> <p>None</p>	10 Minutes	<p><i>Assistant Professor II or Assistant Guidance Counselor NPC</i></p>
<p>3. Proceed to the MIS Department and submit the class schedule to the Enrolling Officer for verification and</p>	<p>3. Accept and verify Class Schedule and subjects.</p>	None	25 Minutes	<p><i>Enrolling Officer NPC</i></p>



encoding.				
3.1 Present the Claim Stub, Waiver for Opt Out	3.1 Encode class schedule and advise the students who opt out of Free Higher Education (FHE) to pay tuition fee to the Cashier.	None		<i>Administrative Officer I NPC</i>
	3.2 Advise Navotas Polytechnic College Full Scholarship Grant applicants to proceed to the Admission and Scholarship Office for validation	None		
4. Pay tuition fee at the Cashier  * Make sure to secure Official Receipt that will be issued	4. Accept payment and issue Official Receipt to students who opt out of Free Higher Education (FHE)	Please refer to the Schedule of Fees	10 Minutes	<i>Cashier III or Supply Officer I or Clerk NPC</i>
5. Secure Library Card at School Library  5.1 Receive the Library Card	5. Evaluate the payment of the student. (students who opt out of FHE)  5.1 Prepare and issue student's Library Card	None  None	10 Minutes	<i>Librarian I or Clerk or Clerk NPC</i>



6. Proceed to the Registrar's Office	6. Evaluate student's payment	None	25 Minutes	Registrar II or Clerk or Clerk II NPC
6.1 Receive the Registration Form	6.1 Print and issue Registration Form and Class Cards			
<b>TOTAL:</b>		<b>Please refer to the Schedule of Fees</b>	<b>1 Hour and 30 Minutes</b>	

### Schedule of Fees:

#### SCHOOL FEES (NAVOTAS POLYTECHNIC COLLEGE) (Based on existing City Ordinance)

PARTICULAR	AMOUNT OF FEES
TUITION FEE:	
For Navoteños: (per unit)	50.00
For Non - Navoteños: (per unit)	100.00
National Service Training Program (NSTP) Fee	
For Navoteños	145.00
For Non - Navoteños:	200.00
Registration Fee for Non-Navoteños	1,200.00
FOR NAVOTENOS AND NON – NAVOTENOS	
Miscellaneous Fee (Athletic, Medical, Library & Cultural)	200.00
ID Fee	80.00
Library Card Fee	30.00
Computer Laboratory Fee	180.00
Science Laboratory Fee	50.00
Typing Laboratory Fee	50.00
Publication Fee	30.00
Fee for issuance of Transcript of Record/Diploma	120.00
Authentication/Verification Fee	20.00
Certification Fee	20.00
Admission Fee	150.00
Penalty/Charge for late enrollment	50.00
Student Hand Book	60.00
Fines and Penalties (Service Income)	25.00
Internet Use (per hour)	10.00
LET Review Class	1,500.00

## 10. PROCESSING OF APPLICATION FOR ENROLLMENT OF REGULAR ENROLLEES/OLD STUDENTS

Regular enrollees or old students' complete requirements are received and encoded with their schedules in the NPC database/system.



<b>Office or Division:</b>	Navotas Polytechnic College (NPC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Regular Enrollees/Old Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Clearance (1 original)		NPC Guidance and Counseling Office		
NPC ID (1 original to be presented only)		NPC MIS Office		
Community Tax Certificates (Cedula) 1 original to be presented		City Treasurer's Office – Window 7 to 10		
Prospectus (1 photocopy, to be presented only)		NPC Registrar's Office – Window 7		
Free Higher Education (FHE) Program Claim Stub (1 original)		NPC Admission and Scholarship Office		
Waiver for Opt Out (1 original, 1 photocopy)		NPC Admission and Scholarship Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Claim Free Higher Education (FHE) Stub at the Lobby.	1. Ask client to receive the stub and sign on the logbook.	None	15 Minutes	Admission Officer or Clerk NPC
	1.1 Issue request slip for temporary enrolment for students with INC/NRG grades.	None		
2. Go to the Guidance Counseling Center and submit all the required documents.  2.1 Select Class Schedule	2. Receive the required documents and check for completeness	None	15 Minutes	Assistant Professor II or Assistant Guidance Counselor NPC
	2.1 Assist the client in selecting class schedule	None		
	2.2 Advise the client to proceed to the MIS Office for advising and encoding.	None		

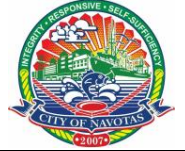


<p>3. Proceed to the MIS Department and present the Class Schedule to the Enrolling Officer for encoding. Present the FHE Claim Stub or Waiver for Opt Out.</p>	<p>3. Accept and verify the class schedule and subjects. Encode the class schedule and advise the following students to pay tuition fee to the Cashier:</p> <ul style="list-style-type: none"> <li>- with disapproved Free Higher Education (FHE) claim stub</li> <li>- who opt out of Free Higher Education (FHE)</li> </ul> <p>3.1 Advise students, with request slip for temporary enrollment, that the process of their enrollment is only up to encoding until such time they comply with the grade requirement.</p> <p>3.2 Advise Navotas Polytechnic College Full Scholarship Grant applicants to proceed to the Admission and Scholarship Office for validation</p>	<p>None</p> <p>None</p> <p>None</p>	<p>25 Minutes</p>	<p>Enrolling Officer NPC</p> <p>Administrative Officer I NPC</p>
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	3.3 Advise Barangay scholars and Board of Trustees scholars to submit documentary requirements and proceed to the Admission and Scholarship Office for validation.	None		
4. Pay tuition fee at the Cashier  * Make sure to secure Official Receipt that will be issued	4. Accept payment and issue Official Receipt to students who opt out of Free Higher Education (FHE) and those with disapproved FHE claim stub.	Please refer to the Schedule of Fees	10 Minutes	Cashier III or Supply Officer I or Clerk NPC
5. Secure Library Card  5.1 Receive the Library Card	5. Evaluate the payment of the student. (with disapproved FHE claim stub/waiver for opt out)  5.1 Prepare and issue student's Library Card	None  None	10 Minutes	Librarian I or Clerk or Clerk NPC
6. Proceed to the Registrar's Office  6.1 Receive the Registration Form	6. Evaluate student's payment (with disapproved FHE claim stub/waiver for opt out)  6.1 Print and issue Registration	None  None	20 Minutes	Registrar II or Clerk or Clerk II NPC





	Form			
	<b>TOTAL:</b>	<b>Please refer to the Schedule of Fees</b>	<b>1 Hour, 35 Minutes</b>	

### Schedule of Fees:

#### **SCHOOL FEES (NAVOTAS POLYTECHNIC COLLEGE)** *(Based on existing City Ordinance)*

PARTICULAR	AMOUNT OF FEES
<b>TUITION FEE:</b>	
For Navoteños: (per unit)	50.00
For Non - Navoteños: (per unit)	100.00
<b>National Service Training Program (NSTP) Fee</b>	
For Navoteños	145.00
For Non - Navoteños:	200.00
Registration Fee for Non-Navoteños	1,200.00
<b>FOR NAVOTENOS AND NON – NAVOTENOS</b>	
Miscellaneous Fee (Athletic, Medical, Library & Cultural)	200.00
ID Fee	80.00
Library Card Fee	30.00
Computer Laboratory Fee	180.00
Science Laboratory Fee	50.00
Typing Laboratory Fee	50.00
Publication Fee	30.00
Fee for issuance of Transcript of Record/Diploma	120.00
Authentication/Verification Fee	20.00
Certification Fee	20.00
Admission Fee	150.00
Penalty/Charge for late enrollment	50.00
Student Hand Book	60.00
Fines and Penalties (Service Income)	25.00
Internet Use (per hour)	10.00
LET Review Class	1,500.00



# **Navotas Vocational Training and Assessment (NavotaAs) Institute (N.I)**

## **External Services**



## 1. ASSESSMENT REGISTRATION

The Navotaas Institute also provides free assessment to trainees who have successfully completed the required number of training hours under their qualification program. This is to ensure that our trainees have met the standards of the Technical Education and Skills Development Authority (TESDA) and receive a National Certification which is recognized locally and abroad. The assessment is also open to residents of any city or municipality in the country given that they certify that they are equipped with the competencies to be assessed and pay the corresponding fees as prescribed by TESDA and approved by the City Council of Navotas.

<b>Office/Division:</b>	Navotas Vocational Training and Assessment (NavotaAs) Institute (N.I)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who May Avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>General Applicants</b>		
Passport-size ID photo with Name Tag (formal attire) (3 pieces)		Any Photo Studio
Special Power of Attorney (SPA) (1 original)		Any Law Office
Order of Payment (1 original) (if ineligible for free assessment)		NavotaAs Institute Main / Annex I / Annex II
Official Receipt (1 original) (if ineligible for free assessment)		City Treasurer's Office – Windows 5 or 6
<b>For graduates from other TechVoc Institute</b>		
Passport-size ID photo with Name Tag (formal attire) (3 pieces)		Any Photo Studio
Special Power of Attorney (SPA) (1 original)		Any Law Office
Certificate of Completion		TVI where applicant graduated
Order of Payment (1 original) (if ineligible for free assessment)		NavotaAs Institute Main / Annex I / Annex II
Official Receipt (1 original) (if ineligible for free assessment)		City Treasurer's Office – Windows 5 or 6
<b>For industry workers</b>		
Passport-size ID photo with Name Tag (formal attire) (3 pieces)		Any Photo Studio
Special Power of Attorney (SPA) (1 original)		Any Law Office
Certificate of Employment (proof of at least 2 years of experience) (1 original)		Employer of Applicant
Order of Payment (1 original) (if		NavotaAs Institute Main / Annex I / Annex II



ineligible for free assessment)				
Official Receipt (1 original) (if ineligible for free assessment)		City Treasurer's Office – Windows 5 or 6		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the required documents to the NavotaAs Institute reception for initial assessment and verification at NavotaAs Institute Main/Annex I/Annex II- Desk 1</p> <p>* If eligible for free assessment, pay the National Certificate Fee, and secure the Confirmation Slip that will be issued.</p> <p>* If ineligible for free assessment, make sure to secure the Order of Payment that will be issued.</p>	<p>1. Receive the required documents and check for completeness.</p> <p>1.1 Assess if the applicant is eligible for free assessment.</p> <p>1.1.1 If eligible for free assessment, accept the National Certificate Fee and issue the Confirmation Slip that the applicant is officially enrolled.</p> <p>1.1.2 If ineligible for free assessment, issue an Order of Payment for Assessment Fee.</p>	<p>None</p> <p>None</p> <p>National Certificate fee – PHP 50.00</p> <p>None</p>	3 Minutes	Receptionist NavotaAs Institute
2. If ineligible for free assessment, pay the required fee at the CTO – Window 5 or 6 by showing the	2. Accept the payment based on the Order of Payment.	See Annex "A"	4 Minutes	Administrative Assistant CTO – Window 5 or Revenue



Order of Payment.  * Make sure to secure Official Receipt that will be issued upon payment.	2.1. Issue the Official Receipt.	None		Collection Clerk III CTO – Window 6
3. Return to the NavotaAs Institute reception and submit the Official Receipt issued by the CTO for the processing of enrollment.	3. Check the Official Receipt and return to the client once verified.  3.1. Issue the Confirmation Slip that the applicant is officially enrolled.	None  None	3 Minutes	Processing Officer NavotaAs Institute – Main/Annex I/Annex II
<b>TOTAL:</b>		<b>PHP 50.00 or See Annex “A”</b>	<b>10 Minutes</b>	

#### Annex “A”. Training and Assessment Fees for Non-Navoteños

Qualification Title	Training	Assessment	Total
<b>MAIN</b> (NavotaAs Institute Main Bldg., Virgo Drive, C3 Road, Brgy. NBBS Kaunlaran, Navotas City)			
Shielded Metal Arc Welding NC I	10,000.00	1,775.00	11,775.00
Shielded Metal Arc Welding NC II	10,000.00	2,175.00	12,175.00
Gas Tungsten Arc Welding NC II	10,000.00	1,760.00	11,760.00
Automotive Servicing NC I	4,000.00	450.00	4,450.00
Automotive Servicing NC II	5,000.00	700.00	5,700.00
Electronic Product Assembly & Servicing NC II	7,000.00	640.00	7,640.00
Ref & Aircon Servicing NC II	10,000.00	500.00	10,500.00
Electrical Installation & Maintenance NC II	5,000.00	1,570.00	6,570.00
Animation NC II	25,000.00	500.00	25,500.00
Visual Graphics Design NC II	10,000.00	500.00	10,500.00
Carpentry NC II	7,000.00	600.00	7,600.00
<b>ANNEX I</b> (Block 24, Phase 2 Area 1, Dalag St., Brgy. NBBS Kaunlaran, Navotas City)			
Bread & Pastry Production NC II	3,500.00	400.00	3,900.00
Dressmaking NC II	3,500.00	500.00	4,000.00
Tailoring NC II	3,500.00	400.00	3,900.00
Beauty Care NC II	5,000.00	600.00	5,600.00



Qualification Title	Training	Assessment	Total
Hairdressing NC II	5,000.00	600.00	5,600.00
Computer System Servicing NC II	5,000.00	600.00	5,600.00
Korean Language & Culture I	1,500.00	-	1,500.00
Japanese Language & Culture II	1,500.00	-	1,500.00
<b>ANNEX II</b> (Gov. A. Pascual St., Brgy. Daanghari, Navotas City)			
Bread & Pastry Production NC II	3,500.00	400.00	3,900.00
Hairdressing NC II	5,000.00	600.00	5,600.00
Beauty Care NC II	5,000.00	600.00	5,600.00
Contact Center Servicing NC II	6,000.00	-	6,000.00
Cookery NC II	8,000.00	1,300.00	9,300.00
Food & Beverage Servicing NC II	3,500.00	300.00	3,800.00
Barista NC II	5,000.00	500.00	5,500.00
Housekeeping NC II	-	-	-
Massage Therapy NC II	7,000.00	350.00	7,350.00
Pinoy Hilot NC II	5,000.00	500.00	5,500.00
Caregiving NC II	18,000.00	500.00	18,500.00



## 2. ISSUANCE OF SCHOOL CREDENTIALS

The Navotaas Institute also provides official certifications/documents as an accredited training and assessment center. Among these are Certificate of Enrolment, Certificate of Completion, and Transcript of Records.

<b>Office/Division:</b>	Navotas Vocational Training and Assessment (NavotaAs) Institute (N.I)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All enrollees/graduates of NavotaAs Institute			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Fully Accomplished Application Form-1 original		NavotaAs Institute – Central Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required document for initial verification at NI Central Office – Desk 1	1. Receive the required document and check for completeness.	None	3 Minutes	Data Entry Machine Operator / NavotaAs Institute – Central Office
	1.1. Verify if the trainee is currently enrolled or a graduate of the NavotaAs Institute.	None		
	1.2. If verified correctly, start processing the request.	None		
2. Receive the certification/ requested document.	2. Issue the requested certification/ document.	None	2 Minutes	Data Entry Machine Operator / NavotaAs Institute – Central Office
<b>TOTAL:</b>		<b>None</b>	<b>5 Minutes</b>	



### 3. TRAINING REGISTRATION

The City Government of Navotas recognizes the importance of providing free and accessible education to its constituents. Aside from supporting the public schools through providing support funds for various programs, projects and activities, it has given priority in establishing a technical-vocational school, the Navotas Vocational Training and Assessment (NavotaAs) Institute, to provide an alternative mode of education to its constituents and ensure their livelihood opportunities. The training is also open to Non-Navoteños with corresponding fees as prescribed by TESDA and approved by the City Council of Navotas.

<b>Office/Division:</b>	Navotas Vocational Training and Assessment (NavotaAs) Institute (N.I)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who May Avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Birth Certificate (3 photocopies)		Philippine Statistics Authority (PSA) – Civil Registration and Services Division		
Diploma of highest educational attainment (3 photocopies)		Academic or Vocational Institution where Applicant Graduated		
1x1 Identification Photo (3 pieces)		Any Photo Studio		
Fully Accomplished Trainee's Profile Form (1 original)		NavotaAs Institute Main / Annex I / Annex II		
Order of Payment (1 original) (if ineligible for free training)		NavotaAs Institute Main / Annex I / Annex II		
Official Receipt (1 original) (if ineligible for free training)		City Treasurer's Office – Windows 5 or 6		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to the NavotaAs Institute for initial assessment and verification.  * If eligible for free training, make sure to secure the Confirmation Slip that will be issued.	1. Receive the required documents and check for completeness.	None	3 Minutes	Receptionist NavotaAs Institute
	1.1. Assess if the applicant is eligible for free training.	None		
	1.1.1 If eligible for free training, issue the Confirmation Slip that the applicant is	None		





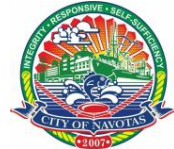
* If ineligible for free training, make sure to secure the Order of Payment that will be issued.	officially enrolled.  1.1.2 If ineligible for free training, issue an Order of Payment for Training Fee.	None		
2. If ineligible for free training, pay the required fee at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to secure Official Receipt that will be issued upon payment.	2. Accept the payment based on the Order of Payment.  2.1. Issue the Official Receipt.	See Annex “A”  None	4 Minutes	<i>Administrative Assistant</i> CTO – Window 5  or <i>Revenue Collection Clerk III</i> CTO – Window 6
3. Return to the NavotaAs Institute and submit the Official Receipt issued by the CTO for the processing of enrollment.	3. Check the Official Receipt and return to the client once verified.  3.1. Issue the Confirmation Slip that the applicant is officially enrolled.	None  None	3 Minutes	<i>Processing Officer</i> Navotaas Institute – Main/Annex I/Annex II
<b>TOTAL:</b>		<b>See Annex “A”</b>	<b>10 Minutes</b>	

### Annex “A”. Training and Assessment Fees for Non-Navoteños

Qualification Title	Training	Assessment	Total
<b>MAIN</b> (NavotaAs Institute Main Bldg., Virgo Drive, C3 Road, Brgy. NBBS Kaunlaran, Navotas City)			
Shielded Metal Arc Welding NC I	10,000.00	1,775.00	11,775.00



Qualification Title	Training	Assessment	Total
Shielded Metal Arc Welding NC II	10,000.00	2,175.00	12,175.00
Gas Tungsten Arc Welding NC II	10,000.00	1,760.00	11,760.00
Automotive Servicing NC I	4,000.00	450.00	4,450.00
Automotive Servicing NC II	5,000.00	700.00	5,700.00
Electronic Product Assembly & Servicing NC II	7,000.00	640.00	7,640.00
Ref & Aircon Servicing NC II	10,000.00	500.00	10,500.00
Electrical Installation & Maintenance NC II	5,000.00	1,570.00	6,570.00
Animation NC II	25,000.00	500.00	25,500.00
Visual Graphics Design NC II	10,000.00	500.00	10,500.00
Carpentry NC II	7,000.00	600.00	7,600.00
<b>ANNEX I</b> (Block 24, Phase 2 Area 1, Dalag St., Brgy. NBBS Kaunlaran, Navotas City)			
Bread & Pastry Production NC II	3,500.00	400.00	3,900.00
Dressmaking NC II	3,500.00	500.00	4,000.00
Tailoring NC II	3,500.00	400.00	3,900.00
Beauty Care NC II	5,000.00	600.00	5,600.00
Hairdressing NC II	5,000.00	600.00	5,600.00
Computer System Servicing NC II	5,000.00	600.00	5,600.00
Korean Language & Culture I	1,500.00	-	1,500.00
Japanese Language & Culture II	1,500.00	-	1,500.00
<b>ANNEX II</b> (Gov. A. Pascual St., Brgy. Daanghari, Navotas City)			
Bread & Pastry Production NC II	3,500.00	400.00	3,900.00
Hairdressing NC II	5,000.00	600.00	5,600.00
Beauty Care NC II	5,000.00	600.00	5,600.00
Contact Center Servicing NC II	6,000.00	-	6,000.00
Cookery NC II	8,000.00	1,300.00	9,300.00
Food & Beverage Servicing NC II	3,500.00	300.00	3,800.00
Barista NC II	5,000.00	500.00	5,500.00
Housekeeping NC II	-	-	-
Massage Therapy NC II	7,000.00	350.00	7,350.00
Pinoy Hilot NC II	5,000.00	500.00	5,500.00
Caregiving NC II	18,000.00	500.00	18,500.00



# **Office of the Building Official (OBO)**

## **External Services**



## 1. ISSUANCE OF BUILDING PERMIT

The Building Permit is issued to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building Code of the Philippines (PD 1096), its Revised Implementing Rules and Regulations (IRR), and other Referral Codes.

<b>Office or Division:</b>	Office of the Building Official (OBO)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Navotas City	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. Legal Documents and Clearances</b>		
Transfer Certificate of Title (TCT) (1 photocopy)		Applicant / Land Registration Authority – Registration Division
<b>If the applicant is not the land owner, provide any of the following below:</b>		
<ul style="list-style-type: none"><li>Notarized Affidavit of Consent from Lot owner (1 photocopy)</li></ul>		Applicant / Notary Public Office
<ul style="list-style-type: none"><li>Notarized Deed of Sale (1 photocopy)</li></ul>		
<ul style="list-style-type: none"><li>NHA Certification (NHA awarded lots) (1 photocopy)</li></ul>		NHA – Record Section
Community Tax Certificate (Cedula) (1 photocopy)		City Treasury Office – Window 7 to 10, 2 <sup>nd</sup> floor Navotas City Hall
Barangay Clearance for Building Permit (1 photocopy)		Respective Barangay where the building will be constructed – Secretary’s Desk
Fire Safety Evaluation Clearance (FSEC) (1 photocopy)		Navotas Fire Department – Clearance Section, M. Naval St., Sipac-Almacen
Current Tax Declaration (1 photocopy)		City Assessor’s Office – Window 3, 2 <sup>nd</sup> floor Navotas City Hall
Clearance/s from other Government agencies <i>if applicable</i> (1 original)		Concerned Government Agency Office – Front Desk
Construction Safety and Health Program (1 photocopy)		Department of Labor and Employment (DOLE) Regional Office, NCR – (Online application, please visit “ncr.dole.gov.ph”)
Contractor’s Tax Receipt (1 original)		BOSS – Assessment Window (for order of payment to be paid at the City Treasurer’s Office – Window 5 or 6)



Locational Clearance (1 original)	City Planning and Development Office – Front Desk, 1 <sup>st</sup> floor Navotas City Hall
<b>Representative</b>	
- Valid ID (1 original, 1 photocopy) Any of the following: - Notarized Authorization Letter (1 original) - Special Power of Attorney (SPA) (1 original)	- Authorized Representative  - Person being Represented  -Notary Public Office
<b>Corporation</b>	
Authority to Sign / Corporate Secretary's Affidavit (1 original)	Company applying for permit – Secretary's Desk
<b>B. Technical Documents (must be duly accomplished, signed and sealed by the professionals, and signed by the owner/s)</b>	
Application Form for Building Permit (4 original) [1 – owner, 1 – PSA, 1 – OBO, 1 – CAO]	Office of Building Official – Window 1, 2 <sup>nd</sup> floor Navotas City Hall
<i>Application Form for Ancillary Permits:</i>	
• Electrical Permit (2 original) [1 – owner, 1 – OBO]	
• Mechanical Permit (2 original)	
• Sanitary / Plumbing Permit (2 original)	
• Electronics Permit <i>if applicable</i> (2 original)	
Valid PRC ID and current PTR (2 photocopy) with three (3) specimen signatures and seal of all involved professionals	Design Professionals
<b>C. Survey Plans, Design Plans, Specifications and other Documents <i>must be duly accomplished, signed and sealed by professionals</i> (refer to Section 302 of IRR-NBCP)</b>	
Architectural Documents (5 original) [2 – owner, 1 – OBO, 1 – BFP, 1 – CPDO]	Design Professionals
Civil / Structural Documents (5 original) • <i>Structural Analysis for structure two (2) storey and above and/or structure involving structural components</i> (5 original) • Soil Boring and Load Test for	



structure three (3) storey and above				
• Seismic Analysis for structure three (3) storey and above				
Electrical Documents (5 original)				
Mechanical Documents (5 original)				
Sanitary Documents (5 original)				
Plumbing Documents (5 original)				
Electronic Documents <i>if applicable</i> (5 original)				
Fire Protection Documents <i>if applicable</i> (5 original)				
<i>Supplemental Documents</i>				
Bill of Materials / Cost Estimates (2 original) [1 – owner, 1- OBO]				
General Specifications (2 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the OBO for assessment and verification	1. Receive the required documents and check for completeness	None	15 Minutes	Officer of the Day OBO
* Make sure to have contact information of the office for follow up on the application	1.1 If complete, advise the applicant to return after 5 working days	None		
* Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook	1.2 If incomplete, attach a checklist of lacking requirements and return to applicant. Record date and time of return and ask the applicant to acknowledge receipt of returned documents and sign in the logbook.	None		
	2. Conduct site	None	Shall be done	Building



	inspection and submit photo report to the City Building Official		during the 5 - working day period	<i>Inspectors</i> OBO
<p>* Acknowledge receipt of returned documents and plans with comments for compliance, and sign in the logbook. After corrections are made by design professionals or owner to the documents proceed back to Step 1</p>	3. Evaluate plans and other documents related to the application	None	Shall be done during the 5 - working day period	<i>City Building Official / Electrical and Mechanical Engineer</i> OBO
	3.1 If compliant, prepare the Order of Payment and advise the applicant to return to the OBO	None		<i>Officer of the Day</i> OBO
	3.2 If application is for compliance, advise the applicant/ representative to return to the OBO for release of the non-compliant documents for correction	None		
<p>2. Return to the OBO and present valid ID and Notarized Authorization Letter (if representative)</p> <p>* Make sure to secure the Order of Payment</p>	4. Issue Order of Payment to the applicant/ representative and advise to pay at the City Treasurer's Office (CTO)	None	5 Minutes	<i>Officer of the Day</i> OBO
3. Pay the required	5. Accept the	Refer to	10 Minutes	<i>Cashier</i>



fees at the CTO – Window 5 or 6 by presenting the issued Order of Payment	payment based on the Order of Payment	the Schedule of Fees		CTO
* Make sure to secure Official Receipt that will be issued upon payment	5.1 Issue the Official Receipt	None		
4. Return to OBO and present the Official Receipt	6. Check the Official Receipt	None	30 Minutes	<i>Officer of the Day</i> OBO
	6.1 Encode the Official Receipt Number and application details to the Building Permit Form	None		
	6.3. Approve the Building Permit Application	None		<i>City Building Official</i> OBO
4.1 Receive the Building Permit	6.3 Release the Building Permit	None		<i>Officer of the Day</i> OBO
<b>TOTAL:</b>		<b>Refer to the Schedule of Fees</b>	<b>5 Days and 1 Hour</b>	





## Schedule of Fees:

### COMPLETE SCHEDULE OF FEES AND OTHER CHARGES

#### 1. *Bases of assessment*

- a. Character of occupancy or use of building/structure
- b. Cost of construction
- c. Floor area
- d. Height

**2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:**

**Table II.G.1. On Fixed Cost Of Construction Per Sq. Meter**

LOCATION	GROUP		
All Cities and Municipalities	A, B, C, D, E, G, H, I	F	J
	P10, 000	P8, 000	P6, 000

**3. Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:**

#### a. Division A-1

	Area in sq. meters	Fee per sq. meter
i.	Original complete construction up to 20.00 sq.meters.....	P 2.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction.....	2.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters.....	3.40
iv.	Above 50.00 sq. meters to 100.00 sq. meters.....	4.80
v.	Above 100.00 sq. m to 150 sq. meters.....	6.00
vi.	Above 150.00 sq. meters.....	7.20

Sample Computation for Building Fee for a 75.00 sq. meters floor area:

Floor area = 75.00 sq. meters  
 Therefore area bracket is 3.a.iv. Fee = P 4.80/sq. meter  
 Building Fee = 75.00 x 4.80 = P 360.00

#### b. Division A-2

	Area in sq. meters	Fee per sq. meter
i.	Original complete construction up to 20.00 sq. meters.....	P 3.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction .....	3.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters.....	5.20
iv.	Above 50.00 sq. meters to 100.00 sq. meters.....	8.00
v.	Above 150.00 sq. meters.....	8.40

#### c. Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3



Area in sq. meters	Fee per sq. meter
i. Up to 5,000.....	P 23.00
ii. Above 5,000 to 6,000.....	22.00
iii. Above 6,000 to 7,000.....	20.50
iv. Above 7,000 to 8,000.....	19.50
v. Above 8,000 to 9,000.....	18.00
vi. Above 9,000 to 10,000.....	17.00
vii. Above 1,000 to 1,500.....	16.00
viii. Above 15,000 to 20,000.....	15.00
ix. Above 20,000 to 30,000.....	14.00
x. Above 30,000.....	12.00

**NOTE:** Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example:

Sample Computation for Building Fee for a building having a floor area of 32,000 sq. meters:

<b>First 5,000 sq. meters @ 23.00.....</b>	<b>P 11,500.00</b>
<b>Next 1,000 sq. meters @ 22.00.....</b>	<b>2,200.00</b>
<b>Next 1,000 sq. meters @ 20.50.....</b>	<b>2,050.00</b>
Next 1,000 sq. meters @ 19.50.....	1,950.00
Next 1,000 sq. meters @ 18.00.....	1,800.00
<b>Next 1,000 sq. meters @ 17.00.....</b>	<b>1,700.00</b>
<b>Next 5,000 sq. meters @ 16.00.....</b>	<b>8,000.00</b>
<b>Next 5,000 sq. meters @ 15.00.....</b>	<b>7,500.00</b>
<b>Next 10,000 sq. meters @ 14.00.....</b>	<b>14,000.00</b>
Last 2,000 sq. meters @ 12.00.....	2,400.00
Total Building Fee	P 53,100.00

d. Divisions C-2/D-1, 2, 3

Area in sq. meters	Fee per sq. meter
i. Up to 5,000.....	P 12.00
ii. Above 5,000 to 6,000.....	11.00
iii. Above 6,000 to 7,000.....	10.20
iv. Above 7,000 to 8,000.....	9.60
v. Above 8,000 to 9,000.....	9.00
vi. Above 9,000 to 10,000.....	8.40
vii. Above 10,000 to 15,000.....	7.20
viii. Above 15,000 to 20,000.....	6.60
ix Above 20,000 to 30,000.....	6.00
x. Above 30,000.....	5.00

**NOTE:** Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

- e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).

#### 4. Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:



a. Total Connected Load (kVA)

		Fee	
i. 5 kVA or less.....	P	200.00	
ii. Over 5 kVA to 50 kVA.....	P	200.00	+ P20.00/kVA
iii. Over 50 kVA to 300 kVA.....		1,100.00	+ 10.00/kVA
iv. Over 300 kVA to 1,500 kVA.....		3,600.00	+ 5.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....		9,600.00	+ 2.50/kVA
vi. Over 6,000 kVA.....		20,850.00	+ 1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)

		Fee	
i. 5 kVA or less.....	P	40.00	
ii. Over 5 kVA to 50 kVA.....	P	40.00	+ P 4.00/kVA
iii. Over 50 kVA to 300 kVA.....	P	220.00	+ P 2.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	P	720.00	+ P 1.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	P	1,920.00	+ P 0.50/kVA
vi. Over 6,000 kVA.....	P	4,170.00	+ P 0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.

c. Pole/Attachment Location Plan Permit

i. Power Supply Pole Location.....	P	30.00/pole
ii. Guying Attachment.....	P	30.00/attachment

This applies to designs/installations within the premises.

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

Use or Character of Electric Meter	Wiring Permit	Occupancy Issuance
Residential	P 15.00	P 15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.



## 5. Mechanical Fees

### a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i.	Refrigeration (cold storage), per ton or fraction thereof... P	40.00
ii.	Ice Plants, per ton or fraction thereof.....	60.00
iii.	Packaged/Centralized Air Conditioning Systems:	
	Up to 100 tons, per ton.....	90.00
iv.	Every ton or fraction thereof above 100 tons.....	40.00
v.	Window type air conditioners, per unit.....	60.00
vi.	Mechanical Ventilation, per kW or fraction thereof blower or fan, or metric equivalent.....	40.00
vii.	In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.	

### For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

- 1.10 kW per ton, for compressors up to 5 tons capacity.
- 1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.
- 0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

- 3.50 kW per ton, for compressors up to 50 tons capacity.
- 3.25 kW per ton, for compressors above 5 up to 50 tons capacity.
- 3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):

- 0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
- 0.80 kW per ton, for above 5 up to 50 tons capacity.
- 0.70 kW per ton, for compressors above 50 tons capacity.

### b. Escalators and Moving Walks, funiculars and the like:

i.	Escalator and moving walk, per kW or fraction thereof.....P	10.00
ii.	Escalator and moving walks up to to 20.00 lineal meters or fraction thereof.....	20.00
iii.	Every lineal meter or fraction thereof in excess of 20.00 lineal meters.....	10.00
iv.	Funicular, per kW or fraction thereof.....	200.00
	(a) Per lineal meter travel.....	20.00
v.	Cable car, per kW or fraction thereof.....	40.00
	(a) Per lineal meter travel.....	5.00

### c. Elevators, per unit:

i.	Motor driven dumbwaiters.....	P 600.00
ii.	Construction elevators for material.....	2,000.00
iii.	Passenger elevators.....	5,000.00
iv.	Freight elevators.....	5,000.00



v. Car elevators.....	5,000.00
d. Boilers, per kW:	
i. Up to 7.5 kW.....	P 500.00
ii. Above 7.5 kW to 22 kW.....	700.00
iii. Above 22 kW to 37 kW.....	900.00
iv. Above 37 kW to 52 kW.....	1,200.00
v. Above 52 kW to 67 kW.....	1,400.00
vi. Above 67 kW to 74 kW.....	1,600.00
vi. Every kW or fraction thereof above 74 kW.....	5.00

**NOTE:**

- (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.
  - (b) Steam from this boiler used to propel any prime-mover is exempted from fees.
  - (c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.
- |   |          |
|---|----------|
| e. Pressurized water heaters, per unit.....   | P 200.00 |
| f. Water, sump and sewage pumps for commercial/industrial use,<br>per kW or fraction thereof.....   | P 60.00  |
| g. Automatic fire sprinkler system, per sprinkler head.....   | P4.00    |
| h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar<br>Generating Units and the like, per kW:  |          |
| i. Every kW up to 50 kW.....  | P 25.00  |
| ii. Above 50 kW up to 100 kW.....   | 20.00    |
| iii. Every kW above 100 kW.....   | 3.00     |
| i. Compressed Air, Vacuum, Commercial,<br>Institutional and/or Industrial Gases, per outlet.....  | P 20.00  |
| j. Gas Meter, per unit.....   | P 100.00 |
| k. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or<br>fraction thereof whichever is higher.....   | P 4.00   |
| l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps,<br>mixers, compressors and the like, not registered with the LTO, per kW:                            |          |
| i. Up to 50 kW.....   | P 10.00  |
| ii. Above 50 kW to 100 kW.....  | P12.00   |
| iii. Every above 100 kW or fraction thereof .....   | P 3.00   |
| m. Pressure Vessels, per cu. meter or fraction thereof.....   | P60.00   |
| n. Other Machinery/Equipment for commercial/ Industrial/Institutional Use not elsewhere<br>specified, per kW or fraction thereof.....   | P 60.00  |
| o. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to<br>existing supply and/or exhaust duct works and the like,<br>per lineal metes or fraction thereof..... | P10.00   |



- p. Weighing Scale Structure, per ton or fraction thereof.....P50.00

NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

## 6. Plumbing Fees

- a. Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".
- b. Every fixture in excess of one unit: P 24.00

- i. Each water closet..... P 7.00
- ii. Each floor drain..... 3.00
- iii. Each sink..... 3.00
- iv. Each lavatory..... 7.00
- v. Each faucet..... 2.00
- vi. Each shower head..... 2.00

### c. Special Plumbing Fixtures:

- i. Each slop sink..... P 7.00
- ii. Each urinal..... 4.00
- iii. Each bath tub..... 7.00
- iv. Each grease trap..... 7.00
- v. Each garage trap..... 7.00
- vi. Each bidet..... 4.00
- vii. Each dental cuspidor..... 4.00
- viii. Each gas-fired water heater..... 4.00
- ix. Each drinking fountain..... 2.00
- x. Each bar or soda fountain sink..... 4.00
- xi. Each laundry sink..... 4.00
- xii. Each laboratory sink..... 4.00
- xiii. Each fixed-type sterilizer..... 2.00

### d. Each water meter..... P 2.00

- i. 12 to 25 mm Ø..... P 8.00
- ii. Above 25 mm Ø..... P10.00

### e. Construction of septic tank, applicable in all Groups

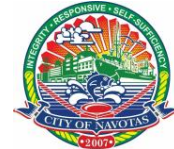
- i. Up to 5.00 cu. meters of digestion chamber..... P 24.00
- ii. Every cu. meter or fraction thereof In excess of 5.00 cu. meters.... 7.00

## 7. Electronics Fees

- a. Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/ wireless telephone and communication systems, intercommunication system and other types of switching/ routing/distribution equipment used for voice, data image
- b. text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless



- communications.....P2.40 per port
- b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/ receiving/relay radio and broadcasting communication stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location ..... P1, 000.00 per location
- c. Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically- controlled apparatus or devices, whether located indoor or outdoors.....P10.00 per unit
- d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected ..... P 2.40 per outlet
- e. Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/ background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected ..... P2.40 per termination
- f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/ simulation and similar activities..... P1,000.00 per location
- g. Antenna towers/masts or other structures for installation of any electronic and/or communications



transmission/reception.....P1,000.00 per structure

h. Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc. .... P50.00 per unit

i. Poles and attachment:

i. Per Pole (to be paid by pole owner)..... P20.00

ii. Per attachment (to be paid by any entity who attaches to the pole of others)..... P20.00

j. Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above ..... P50.00 per unit

#### **8. Accessories of the Building/Structure Fees**

a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).

b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.

c. Bank and Records Vaults with interior volume up to 20.00 cu. meters..... P20.00

i. In excess of 20.00 cu. meters..... P8.00

d. Swimming Pools, per cu. meter or fraction thereof:

i. GROUP A Residential..... P3.00

ii. Commercial/Industrial GROUPS B, E, F, G..... P36.00

iii. Social/Recreational/Institutional GROUPS C, D, H, I..... P24.00

iv. Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.

v. Swimming pool shower rooms/locker rooms:

(a) Per unit or fraction thereof ..... P60.00

(b) Residential GROUP A..... P6.00

(c) GROUP B, E, F, G, ..... P18.00

(d) GROUP C, D, H, ..... P12.00

e. Construction of firewalls separate from the building:

i. **Per sq. meter or fraction thereof..... P 3.00**





ii. Provided, that the minimum fee shall be ..... P 48.00

f. Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:

	Use or Character of Occupancy	Self-Supporting	Trilon (Guyed)
i.	Single detached dwelling units.....	P 500.00	P 150.00
ii.	Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height.....	2,400.00	240.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00
iii.	Educational/Recreational//Institutional (Groups C, D, H, I) up to 10.00 meters in height.....	1,800.00	120.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00
g.	Storage Silos, up to 10.00 meters in height.....	P 2,400.00	
	i. Every meter or fraction thereof in excess of 10.00 meters.....	P150.00	
	ii. Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule		
h.	Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:		
	i. Smokestacks, up to 10.00 meters in height, measured from the base.....	P 240.00	
	(a) Every meter or fraction thereof in excess of 10.00 meters.....	P 12.00	
	ii. Chimney up to 10.00 meters in height, measured from the base.....	P48.00	
	(a) Every meter or fraction thereof in excess of 10.00 meters.....	P2.00	
i.	Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas .....	P 48.00	
j.	Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume .....	P12.00	
k.	Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters.....	12.00	
	i. Every cu. m or fraction thereof in excess of 2.00 cu. meters.....	P12.00	



- ii. For all other than Groups A and B up to 10.00 cu. meters..... P480.00
    - (a) Every cu. meter or fraction thereof in excess of 10.00 cu. meters..... 24.00
- i. Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume..... P7.00
- m. Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:
  - i. Above ground, up to 10.00 cu. meters..... P480.00
  - Every cu. m or fraction thereof in excess of 10.00 cu. meters..... P24.00
  - ii. Underground, up to 20.00 cu. meters..... P 540.00
  - Every cu. meter or fraction thereof in excess of 20.0 cu.meters..... P 24.00
- n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:
  - i. Underground, per cu. meter or fraction hereof of excavation..... P3.00
  - ii. Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank..... P3.00
  - iii. Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.
- o. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:
  - i. Construction of permanent type..... P 10.00
  - ii. Construction of temporary type..... P 5.00
  - iii. Inspection of knock-down temporary type, per unit..... P 24.00
- p. Construction of buildings and other accessory structures within cemeteries and memorial parks:
  - i. Tombs, per sq. meter of covered ground areas..... P 5.00
  - ii. Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area. .... P5.00
  - iii. Totally enclosed mausoleums, per sq. meter of floor area..... P12.00
  - iv. Totally enclosed mausoleums, per sq. meter of floor area..... P5.00
  - v. Columbarium, per sq. meter..... P18.00

#### 9. Accessory Fees

- a. Establishment of Line and Grade, all sides fronting or abutting streets, *esteros*, rivers and creeks, first 10.00 meters.....P24.00
  - i. Every meter or fraction thereof in excess of 10.00 meters.....P2.40
- b. Ground Preparation and Excavation Fee



i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GPandEP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.

(a) Inspection and Verification Fee .....	P200.00
(b) Per cu. meters of excavation .....	3.00
(c) Issuance of GP and EP, valid only for thirty (30) days or superseded upon issuance of Building Permit .....	50.00
(d) Per cu. meter of excavation for foundation with basement.....	4.00
(e) Excavation other than foundation or basement, per cu. meter.....	3.00
(f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment .....	250.00

c. Fencing Fees:

i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof.....	P 3.00
ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof .....	4.00
iii Made of indigenous materials, barbed, chicken or hog wires, per lineal meter.....	2.40

d. Construction of Pavements, up to 20.00 sq. meters..... P 24.00

e. In excess of 20% or fraction thereof of paved  
areas intended for commercial/industrial/institutional  
use, such as parking and sidewalk areas,  
gasoline station premises, skating rinks, pelota  
courts, tennis and basketball courts and the like ..... P3.00

f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq.  
meters, per calendar month ..... P240.00

i. Every sq. meter or fraction thereof in excess of 20.00 sq. meters P12.00

g. Erection of Scaffoldings Occupying Public Areas, per calendar month.

i. Up to 10.00 meters in length..... P150.00



- ii. Every lineal meter or fraction thereof in excess of 10.00 meters ..... P12.00

h. Sign Fees:

- i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area..... P120.00  
 (a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters..... 24.00  
 ii. Installation Fees, per sq. meter or fraction thereof of display surface:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00	P 52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted-on	9.60	18.00

iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00, min. fee shall be P 124.00	P 46.00, min. fee shall be P 200.00
Illuminated	P 18.00, min. fee shall be P 72.00	P 38.00, min. fee shall be P 150.00
Others	P 12.00, min. fee shall be P 40.00	P 20.00, min. fee shall be P 110.00
Painted-on	P 8.00, min. fee shall be P 30.00	P 12.00, min. fee shall be P 100.00

i. Repairs Fees:

- i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups..... P5.00  
 ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups ..... P5.00  
 iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

j. Raising of Buildings/Structures Fees:



i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.

ii. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.

k. Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:

i. Buildings in all Groups per sq. meter floor area.....	P3.00
ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences.....	4.00
iii Structures of up to 10.00 meters in height.....	800.00
(a) Every meter or portion thereof in excess of 10.00 meters .....	50.00
iv. Appendage of up to 3.00 cu. meter/unit.....	50.00
(a) Every cu. meter or portion thereof in excess of 3.00 cu. meters.....	50.00
v. Moving Fee, per sq. meter of area of building/structure to be moved .....	3.00

10. Certificates of Use or Occupancy (**Table II.G.1. for fixed costing**)

a. Division A-1 and A-2 Buildings:

i. Costing up to P150,000.00 .....	P100.00
ii. Costing more than P150,000.00 up to P400,000.00 .....	200.00
iii Costing more than P400,000.00 up to P850,000.00.....	400.00
iv. Costing more than P850,000.00 up to P1,200,000.00.....	800.00
v. Every million or portion thereof in excess of P1,200,000.00.....	800.00

b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:

i. Costing up to P150,000.00.....	P200.00
ii. Costing more than P150,000.00 up to P400,000.00 .....	400.00
iii Costing more than P400,000.00 up to P850,000.00.....	800.00
iv. Costing more than P850,000.00 up to P1,200,000.00 .....	1,000.00
v. Every million or portion thereof in excess of P1,200,000.00.....	1,000.00

c. Divisions C-1, 2/D-1, 2, 3 Buildings:

i. Costing up to P150,000.00 .....	P150.00
ii. Costing more than P150,000.00 up to P400,000.00 .....	250.00
iii Costing more than P400,000.00 up to P850,000.00.....	600.00



iv. Costing more than P850,000.00 up to P1,200,000.00 .....	900.00
v. Every million or portion thereof in excess of P1, 200,000.00.....	900.00

d. Division J-I Buildings/structures:

i. With floor area up to 20.00 sq. meters.....	P 50.00
ii. With floor area above 20.00 sq. meters up to 500.00 sq. meters .....	240.00
iii With floor area above 500.00 sq. meters up to 1,000.00 sq. meters.....	360.00
iv. With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters .....	480.00
v. With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters.....	1, 200.00
With floor area above 10,000.00 sq. meters.....	2,400.00

e. Division J-2 Structures:

- i. Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.
- ii. Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.
- iii Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
  - (a) First 10.00 meters of height from the ground P 800.00
  - (b) Every meter or fraction thereof in excess of 10.00 meters..... 50.00

- f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected ..... P 5.00

**11. Annual Inspection Fees**

a. Divisions A-1 and A-2:

- i. Single detached dwelling units and duplexes are not subject to annual inspections.
- ii. If the owner request inspections, the fee for each of the services enumerated below is ..... P 120.00



Land Use Conformity  
 Architectural Presentability  
 Structural Stability  
 Sanitary and Health Requirements  
 Fire-Resistive Requirements

b. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

i. Appendage of up to 3.00 cu. meters/unit.....	P 150.00
ii. Floor area to 100.00 sq. meters.....	120.00
iii. Above 100.00 sq. meters up to 200.00 sq. meters.....	240.00
iv. Above 200.00 sq. meters up to 350.00 sq. meters.....	580.00
v. Above three hundred 350.00 sq. meters up to 500.00 sq. meters...	720.00
vi. Above 500.00 sq. meters up to 750.00 sq. meters .....	960.00
vii. Above 750.00 sq. meters up to 1,000.00 sq. meters.....	1,200.00
viii. Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters.....	1,200.00

c. Divisions C-1, 2, Amusement Houses, Gymnasias and the like:

i. First class cinematographs or theaters.....	P 1,200.00
ii. Second class cinematographs or theaters.....	720.00
iii. Third class cinematographs or theaters.....	520.00
iv. Grandstands/Bleachers, Gymnasias and the like.....	720.00

d. Annual plumbing inspection fees, each plumbing unit ..... P 60.00

e. Electrical Inspection Fees:

- i. A onetime electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.
- ii. Annual Inspection Fees are the same as in Section 4.e.

f. Annual Mechanical Inspection Fees:

i. Refrigeration and Ice Plant, per ton:	
(a) Up to 100 tons capacity .....	P 25.00
(b) Above 100 tons up to 150 tons .....	20.00
(c) Above 150 tons up to 300 tons .....	15.00
(d) Above 300 tons up to 500 tons.....	10.00
(e) Every ton or fraction thereof above 500 tons.....	5.00
ii. Air Conditioning Systems:	
Window type air conditioners, per unit .....	P 40.00
iii. Packaged or centralized air conditioning systems:	
(a) First 100 tons, per ton .....	25.00
(b) Above 100 tons, up to 150 tons per ton .....	20.00
(c) Every ton or fraction thereof above 500 tons .....	8.00



iv. Mechanical Ventilation, per unit, per kW:	
(a) Up to 1 kW .....	P 10.00
(b) Above 1 kW to 7.5 kW .....	50.00
(c) Every kW above 7.5 kW .....	20.00
v. Escalators and Moving Walks; Funiculars and the like:	
(a) Escalator and Moving Walks, per unit.....	P 120.00
(b) Funiculars, per kW or fraction thereof.....	50.00
(c) Per lineal meter or fraction thereof of travel.....	10.00
(d) Cable Car, per KW or fraction thereof .....	25.00
(e) Per lineal meter of travel.....	2.00
vi. Elevators, per unit:	
(a) Passenger elevators.....	P 500.00
(b) Freight elevators.....	400.00
(c) Motor driven dumbwaiters.....	50.00
(d) Construction elevators for materials .....	400.00
(e) Car elevators .....	500.00
(f) Every landing above first five (5) landings for all the above elevators.....	50.00
vii. Boilers, per unit:	
(a) Up to 7.5 kW.....	P 400.00
(b) 7.5 kW up to 22 kW .....	550.00
(c) 22 kW up to 37 kW .....	600.00
(d) 37 kW up to 52 kW.....	650.00
(e) 52 kW up to 67 kW .....	800.00
(f) 67 kW up to 74 kW.....	900.00
(g) Every kW or fraction thereof above 74 kW .....	4.00
viii. Pressurized Water Heaters, per unit.....	P 120.00
ix. Automatic Fire Extinguishers, per sprinkler head.....	P 2.00
x. Water, Sump and Sewage pumps for buildings/structures for commercial/ industrial purposes, per kW:	
(a) Up to 5 kW.....	P 55.00
(b) Above 5 kW to 10 kW.....	90.00
(c) Every kW or fraction thereof above 10 kW.....	P 2.00
.....	
xi. Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	
(a) Per kW, up to 50 kW.....	P 15.00
(b) Above 50 kW up to 100 kW.....	10.00
(c) Every kW or fraction thereof above 100 kW.....	2.40
xii. Compressed air, vacuum, commercial/ institutional/industrial gases, per outlet.....	P 10.00





xiii. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher.....	P	2.00
.....		
xiv. Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,		
(a) Per unit, up to 10 kW.....		100.00
(b) Every kW above 10 kW.....		3.00
xv. Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit:		
(a) Up to ½ kW.....	P	8.00
(b) Above ½ kW up to 1 kW.....		23.00
(c) Above 1 kW up to 3 kW.....		39.00
(d) Above 3 kW up to 5 kW.....		55.00
(e) Above 5 kW up to 10 kW.....		80.00
(f) Every kW above 10 kW or fraction thereof.....		4.00
xvi. Pressure Vessels, per cu. meter or fraction thereof.....	P	40.00
.....		
xvii. Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof.....	P	2.40
.....		
xviii. Weighing Scale Structure, per ton or fraction thereof.....	P	30.00
xix. Testing/Calibration of pressure gauge, per unit.....	P	24.00
(a) Each Gas Meter, tested, proved and sealed, per gas meter.....		30.00
xx. Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit.....	P	30.00

g. Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule.



## 2. ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI)

Certificate of Final Electrical Inspection (CFEI) is issued subsequent to the electrical permit, pursuant to pertinent provisions of the latest Philippine Electrical Codes (PEC), the National Building Code (NBC) and its Implementing Rules and Regulations (IRR). This shall be secured prior to the actual occupancy of the building.

<b>Office or Division:</b>	Office of the Building Official (OBO)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Navotas City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>A. Technical Documents/ Plan</b>				
Approved Electrical Permit (1 original, 1 photocopy)		Applicant / Office of the Building Official – Window 1		
As Built Electrical Plans <i>with design analysis signed and sealed by Professional Electrical Engineer</i> (4 original)		Design Professional / Electrical Contractor		
Valid PRC ID and current PTR (2 photocopy) with three (3) specimen signatures and seal of Professional Electrical Engineer (PEE)		Design Professional / Electrical Contractor		
Certificate of Occupancy (1 photocopy)		Office of Building Official – Window 1, 2 <sup>nd</sup> floor Navotas City Hall		
Fire Safety Inspection Certificate (FSIC) / Fire Safety Clearance (1 photocopy)		Navotas City Bureau of Fire Protection (BFP) – Clearance Section, M. Naval St., Sipac-Almacen		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at the OBO for assessment and verification	1. Receive the required documents and check for completeness	None	15 Minutes	Officer of the Day OBO
* Make sure to contact the inspectors and be informed when and what time the	1.1 If complete, inform the applicant	None		



<p>inspection will be conducted</p> <p>* Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook</p>	<p>that electrical inspection will be conducted in the project area within 3 working days</p> <p>1.2 If incomplete, attach a checklist of lacking requirements and return to applicant. Record date and time of return and ask the applicant to acknowledge receipt of returned documents and sign in the logbook.</p>	<p>None</p>		
<p>2. Prepare the area for inspection</p>	<p>2. Conduct inspection to verify compliance of the electrical installation to the provisions of the NBCP and of the PEC.</p> <p>2.1 If electrical installation is found to</p>	<p>None</p> <p>None</p>	<p>Shall be done during the 3 - working day period</p>	<p><i>Electrical Inspector</i> OBO</p>



<p>* Make sure to secure Electrical Inspection Report that will be issued. Consult with the engineers/ practitioners on record to make necessary correction</p> <p>* If the installation is corrected, submit proof of correction and request for re-inspection</p>	<p>be compliant, advise the applicant to return to the OBO and claim the CFEI</p>	None		Officer of the Day OBO
	2.1.1 Prepare the Wiring Permit	None		City Building Official OBO
	2.1.2 Approve the CFEI	None		Officer of the Day OBO
	2.2 If electrical installation is to be corrected, issue Electrical Inspection Report			
3. Return to the OBO and claim the CFEI by presenting a valid ID and Notarized Authorization Letter (if representative) at OBO – Window 1	3. Issue the CFEI	None	10 Minutes	Officer of the Day OBO
<b>TOTAL:</b>		<b>None</b>	<b>3 Days and 25 Minutes</b>	

### 3. ISSUANCE OF CERTIFICATE OF OCCUPANCY

Certificate of Occupancy is issued to an owner/applicant by Office of the Building Official to authenticate that the building is in compliance with National Building Code of the Philippines (PD 1096) and its Revised Implementing Rules and Regulations (RIRR), and other Referral Codes. It indicates that the building is in a condition suitable for occupancy. The National Building Code and Local Building Code require the issuance of certificate of occupancy/use prior to habitation of a structure or dwelling.



<b>Office or Division:</b>	Office of the Building Official (OBO)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Navotas City
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>A. Legal Documents / Clearances</b>	
Fire Safety Inspection Certificate (FSIC) (1 photocopy)	Navotas Fire Department – Clearance Section, M. Naval St., Sipac-Almacen
- Valid ID (1 original, 1 photocopy)	Applicant
<b>Representative</b>	
- Valid ID (1 photocopy) Any of the following: - Notarized Authorization Letter (1 original) - Special Power of Attorney (SPA) (1 original)	- Authorized Representative  - Person being Represented  - Notary Public
<b>Corporation</b>	
Authority to Sign / Corporate Secretary's Affidavit (1 original)	Corporation being Represented
<b>B. Technical Documents</b>	
Notarized Certificate of Completion <i>signed and sealed by duly licensed Architect or Civil Engineer in-charge of construction, signed by owner/applicant, design professionals and supervisors</i> (1 original)	Applicant / Contractor/ Professional in-charge of Construction
Issued Building Permit (1 photocopy)	
Issued Sanitary Permit (1 photocopy)	
Issued Electrical Permit (1 photocopy)	
Issued Mechanical Permit (1 photocopy)	
Issued Electronics Permit (1 photocopy)	
Valid PRC ID and current PTR (1 photocopy) with three (3) specimen signatures and seal of all involved professionals	Contractor/ Professional in-charge of Construction
Photograph of the completed structure showing front, sides, and rear areas (1 original each)	Applicant
<b>C. As-built Plans</b>	
Architectural Documents (2 original) [1 – owner, 1- OBO]	Applicant / Contractor/ Professional in-charge of Construction
Civil/Structural Documents (2 original)	



Sanitary Documents (2 original)				
Plumbing Documents (2 original)				
Electrical Documents (2 original)				
Mechanical Documents (2 original)				
Fire Protection Documents (2 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the OBO for assessment and verification	1. Receive the required documents and check for completeness	None	15 Minutes	Officer of the Day OBO
* Make sure to have contact information of the office for follow up on the application	1.1. If complete, advise the applicant to return after 2 working days and endorse application to the Building Official	None		
* Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook	1.2 If incomplete, attach a checklist of lacking requirements and return to applicant. Record date and time of return and ask the applicant to acknowledge receipt of returned documents and sign in the logbook.	None		
	2. Conduct site inspection	None	Shall be done during the 2 - working day period	Building Inspectors OBO
	2.1 Prepare Inspection Report and endorse to the City Building Official	None		



	3. Review, evaluate and verify requirements	None	Shall be done during the 2 - working day period	<i>City Building Official</i> OBO
	3.1 If requirements and as-built plan conforms to the NBCP, assess Certificate of Occupancy Fees	None		<i>Officer of the Day</i> OBO
* Acknowledge receipt of returned documents and plans with comments for compliance, and sign in the logbook. After corrections are made by design professionals or owner to the documents proceed back to Step 1	3.2 If requirements and as-built plan does not conform to the NBCP, return the documents to the client for revision. Record the date and time of return, and ask the client to acknowledge receipt of the returned documents and sign in the logbook.	None		
2. Return to the OBO and present valid ID and Notarized Authorization Letter (if representative)  * Make sure to secure the Order of Payment	4. Issue Order of Payment to the applicant/representative and advise to pay at the City Treasurer's Office (CTO)	None	5 Minutes	<i>Officer of the Day</i> OBO
3. Pay the required fees at the CTO – Window 5 or 6 by presenting the	5. Accept the payment based on the Order of Payment	Refer to the Schedule of Fees	10 Minutes	<i>Cashier</i> CTO



Order of Payment				
* Make sure to secure Official Receipt that will be issued upon payment	5.1. Issue the Official Receipt	None		
4. Return to OBO and present the Official Receipt	6. Check the Official Receipt	None	30 Minutes	Officer of the Day OBO
	6.1 Encode the Official Receipt Number and other application details to the Certificate of Occupancy	None		
	6.2 Print the Certificate of Occupancy	None		
	6.3 Approve the Certificate of Occupancy	None		City Building Official OBO
4.1 Receive the Certificate of Occupancy	6.4 Release the Certificate of Occupancy	None		Officer of the Day OBO
<b>TOTAL:</b>		<b>Refer to the Schedule of Fees</b>	<b>2 Days and 1 Hour</b>	





Schedule of fees:

**Certificates of Use or Occupancy (Table II.G.1. for fixed costing)**

a. Division A-1 and A-2 Buildings:		
i. Costing up to P150,000.00 .....	P	100.00
ii. Costing more than P150,000.00 up to P400,000.00 .....		200.00
iii Costing more than P400,000.00 up to P850,000.00.....	P	400.00
iv. Costing more than P850,000.00 up to P1,200,000.00.....		800.00
v. Every million or portion thereof in excess of P1,200,000.00.....		800.00
b. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:		
i. Costing up to P150,000.00.....	P	200.00
ii. Costing more than P150,000.00 up to P400,000.00 .....		400.00
iii Costing more than P400,000.00 up to P850,000.00.....		800.00
iv. Costing more than P850,000.00 up to P1,200,000.00 .....		1,000.00
v. Every million or portion thereof in excess of P1,200,000.00.....		1,000.00
c. Divisions C-1, 2/D-1, 2, 3 Buildings:		
i. Costing up to P150,000.00 .....	P	150.00
ii. Costing more than P150,000.00 up to P400,000.00 .....		250.00
iii Costing more than P400,000.00 up to P850,000.00.....		600.00
iv. Costing more than P850,000.00 up to P1,200,000.00 .....		900.00
v. Every million or portion thereof in excess of P1, 200,000.00.....		900.00
d. Division J-I Buildings/structures:		
i. With floor area up to 20.00 sq. meters.....	P	50.00
ii. With floor area above 20.00 sq. meters up to 500.00 sq. meters .....		240.00
iii With floor area above 500.00 sq. meters up to 1,000.00 sq. meters.....		360.00
iv. With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters .....		480.00
v. With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters.....		1, 200.00
With floor area above 10,000.00 sq. meters.....		2,400.00
e. Division J-2 Structures:		



- iii. Garages, carports, balconies, terraces, lanais and the like:  
50% of the rate of the principal building, of which they are accessories.
- iv. Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.
- iii Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
  - (c) First 10.00 meters of height from the ground P 800.00
  - (d) Every meter or fraction thereof in excess of 10.00 meters..... 50.00
- f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected ..... P 5.00



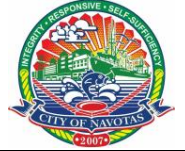
## 4. ISSUANCE OF CERTIFICATE OF OPERATION

Certificate of Operation is issued to authorize the safe operation of machinery/prime movers within a building/structure.

<b>Office or Division:</b>	Office of the Building Official (OBO)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Navotas City
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b>Principal</b>	
Approved Mechanical Permit (1 photocopy)	Office of Building Official-Window 1 – 1 <sup>st</sup> floor Navotas City Hall
Valid PRC ID and current PTR (1 photocopy) with three (3) specimen signatures and seal	Design Professional
Approved Mechanical Plans and Specifications (2 original) [1 – owner, 1 – OBO]	
Valid Identification Card (i.e. Driver's License, PRC, GSIS, SSS, etc.) (1 original, 1 photocopy)	Applicant (LTO – Registration Division, PRC – License Division, GSIS and SSS – Registration Division)
Certificate of Completion and Request for Inspection (1 photocopy)	Design Professional
<b>Representative</b>	
Approved Mechanical Permit (1 photocopy)	Office of Building Official – Window 1, 1 <sup>st</sup> floor Navotas City Hall
Valid PRC ID and current PTR (1 photocopy) with three (3) specimen signatures and seal	Design Professional
Approved Mechanical Plans and Specifications (2 original) [1 – owner, 1 – OBO]	
Valid Identification Card (i.e. Driver's License, PRC, GSIS, SSS, etc.) (1 photocopy)	Person being Represented (Driver's License – Licensing Division, PRC – License Division, GSIS/SSS – Registration Division)
Certificate of Completion and Request for Inspection	Design Professional
- Valid ID (1 original, 1 photocopy) Any of the following: - Notarized Authorization Letter (1 original) - Special Power of Attorney (SPA) (1 original)	- Authorized Representative  - Person being Represented - Notary Public Office



<b>Corporation</b>				
Authority to Sign / Corporate Secretary's Affidavit (1 original)		Corporation being Represented		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at the OBO for assessment and verification	1. Receive the required documents and check for completeness	None	15 Minutes	<i>Officer of the Day</i> OBO
* Make sure to contact the inspectors and be informed when and what time the inspection will be conducted	1.1 If complete, inform the applicant that inspection will be conducted in the project area within 3 working days	None		
* Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook	1.2 If incomplete, attach a checklist of lacking requirements and return to applicant. Record date and time of return and ask the applicant to acknowledge receipt of returned documents and sign in the logbook.	None		
	2. Evaluate plans and other documents related to the application	None	Shall be done during the 3 - working day period	<i>Mechanical Engineer</i> OBO
	2.1 If compliant, approve the application and advise the applicant to prepare the	None		



<p>* Acknowledge receipt of returned documents and plans with comments for compliance, and sign in the logbook. After corrections are made by design professionals or owner to the documents proceed back to Step 1</p>	<p>project area for inspection</p> <p>2.2 If application is for compliance, advise the applicant/ representative to return to the OBO for release of the non-compliant documents for correction</p>	<p>None</p>		
<p>2. Prepare the project area for inspection</p> <p>* Make sure to secure the Mechanical Inspection Report that will be issued. Consult with the engineers/practitio</p>	<p>3. Conduct inspection to verify compliance of the mechanical installation to the provisions of the NBCP and of the MEC.</p> <p>3.1 If mechanical installation is found to be compliant, advise the applicant to return to the OBO</p> <p>3.1.1 Prepare the Order of Payment</p> <p>3.2 If mechanical installation is to be corrected, issue the Mechanical Inspection Report.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>Shall be done during the 3 - working day period</p>	<p><i>Mechanical Inspector</i> OBO</p>



<p>ners on record to make necessary correction</p> <p>* If the installation is corrected, submit proof of correction and request for re-inspection to the OBO</p>				
<p>3. Return to the OBO and present a valid ID and Notarized Authorization Letter (if representative)</p> <p>* Make sure to secure the Order of Payment</p>	<p>4. Issue the Order of Payment and advise to pay at the City Treasurer's Office (CTO)</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Officer of the Day</i> OBO</p>
<p>4. Pay the required fees at the CTO – Window 5 or 6 by presenting the Order of Payment</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>5. Accept the payment based on the Order of Payment</p> <p>5.1 Issue the Official Receipt</p>	<p>Refer to the Schedule of Fees</p>	<p>5 Minutes</p>	<p><i>Cashier</i> CTO</p>
<p>5. Return to OBO and present the Official Receipt</p>	<p>6. Check the Official Receipt</p> <p>6.1 Encode the Official Receipt and application details of Certificate of Operation</p> <p>6.2 Print the Certificate of Operation</p>	<p>None</p>	<p>30Minutes</p>	<p><i>Officer of the Day</i> OBO</p>



5.1 Receive the Certificate of Operation	6.3 Approve the Certificate of Operation  6.4 Release the Certificate of Operation			City Building Official OBO  Officer of the Day OBO
<b>TOTAL:</b>		<b>Refer to the Schedule of Fees</b>	<b>3 Days and 1 Hour</b>	



## Schedule of Fees:

### ***Mechanical Fees***

#### a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i.	Refrigeration (cold storage), per ton or fraction thereof... P	40.00
ii.	Ice Plants, per ton or fraction thereof.....	60.00
iii.	Packaged/Centralized Air Conditioning Systems:	
	Up to 100 tons, per ton.....	90.00
iv.	Every ton or fraction thereof above 100 tons.....	40.00
v.	Window type air conditioners, per unit.....	60.00
vi.	Mechanical Ventilation, per kW or fraction thereof blower or fan, or metric equivalent.....	40.00
vii.	In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.	

#### **For evaluation purposes:**

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

- 1.10 kW per ton, for compressors up to 5 tons capacity.
- 1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.
- 0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

- 3.50 kW per ton, for compressors up to 50 tons capacity.
- 3.25 kW per ton, for compressors above 5 up to 50 tons capacity.
- 3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):

- 0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
- 0.80 kW per ton, for above 5 up to 50 tons capacity.
- 0.70 kW per ton, for compressors above 50 tons capacity.

#### b. Escalators and Moving Walks, funiculars and the like:

i.	Escalator and moving walk, per kW or fraction thereof..... P	10.00
ii.	Escalator and moving walks up to to 20.00 lineal meters or fraction thereof.....	20.00
iii.	Every lineal meter or fraction thereof in excess of 20.00 lineal meters.....	10.00
iv.	Funicular, per kW or fraction thereof.....	200.00
	(a) Per lineal meter travel.....	20.00
v.	Cable car, per kW or fraction thereof.....	40.00
	(a) Per lineal meter travel.....	5.00

#### c. Elevators, per unit:

i.	Motor driven dumbwaiters..... P	600.00
ii.	Construction elevators for material.....	2,000.00





iii. Passenger elevators.....	5,000.00
iv. Freight elevators.....	5,000.00
v. Car elevators.....	5,000.00

d. Boilers, per kW:

i. Up to 7.5 kW.....	P 500.00
ii. Above 7.5 kW to 22 kW.....	700.00
iii. Above 22 kW to 37 kW.....	900.00
iv. Above 37 kW to 52 kW.....	1,200.00
v. Above 52 kW to 67 kW.....	1,400.00
vi. Above 67 kW to 74 kW.....	1,600.00
vi. Every kW or fraction thereof above 74 kW.....	5.00

NOTE:

- (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.
  - (b) Steam from this boiler used to propel any prime-mover is exempted from fees.
  - (c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.
- |   |          |
|---|----------|
| e. Pressurized water heaters, per unit.....   | P 200.00 |
| f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof.....  | 60.00    |
| g. Automatic fire sprinkler system, per sprinkler head.....   | 4.00     |
| h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:   |          |
| i. Every kW up to 50 kW.....  | P 25.00  |
| ii. Above 50 kW up to 100 kW.....   | 20.00    |
| iii. Every kW above 100 kW.....   | 3.00     |
| i. Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet.....   | P 20.00  |
| j. Gas Meter, per unit.....   | P 100.00 |
| k. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher.....                    | P 4.00   |
| l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW: |          |
| i. Up to 50 kW.....   | P 10.00  |
| ii. Above 50 kW to 100 kW.....  | 12.00    |
| iii. Every above 100 kW or fraction thereof .....   | 3.00     |
| m. Pressure Vessels, per cu. meter or fraction thereof.....   | P 60.00  |
| n. Other Machinery/Equipment for commercial/ Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof.....                        | P 60.00  |



- o. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like,  
per lineal metes or fraction thereof..... P 10.00
- p. Weighing Scale Structure, per ton or fraction thereof.....P 50.00

NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

#### Annual Mechanical Inspection Fees

##### i. Refrigeration and Ice Plant, per ton:

- (a) Up to 100 tons capacity ..... P 25.00
- (b) Above 100 tons up to 150 tons ..... 20.00
- (c) Above 150 tons up to 300 tons ..... 15.00
- (d) Above 300 tons up to 500 tons..... 10.00
- (e) Every ton or fraction thereof above 500 tons..... 5.00

##### ii. Air Conditioning Systems:

- Window type air conditioners, per unit ..... P 40.00

##### iii. Packaged or centralized air conditioning systems:

- (a) First 100 tons, per ton ..... 25.00

- (b) Above 100 tons, up to 150 tons per ton ..... 20.00
- (c) Every ton or fraction thereof above 500 tons ..... 8.00

##### iv. Mechanical Ventilation, per unit, per kW:

- (a) Up to 1 kW ..... P 10.00
- (b) Above 1 kW to 7.5 kW ..... 50.00
- (c) Every kW above 7.5 kW ..... 20.00

##### v. Escalators and Moving Walks; Funiculars and the like:

- (a) Escalator and Moving Walks, per unit..... P 120.00
- (b) Funiculars, per kW or fraction thereof..... 50.00
- (c) Per lineal meter or fraction thereof of travel..... 10.00
- (d) Cable Car, per KW or fraction thereof ..... 25.00
- (e) Per lineal meter of travel..... 2.00

##### vi. Elevators, per unit:

- (a) Passenger elevators..... P 500.00
- (b) Freight elevators..... 400.00
- (c) Motor driven dumbwaiters..... 50.00
- (d) Construction elevators for materials ..... 400.00
- (e) Car elevators ..... 500.00
- (f) Every landing above first five (5) landings  
for all the above  
elevators..... 50.00

##### vii. Boilers, per unit:

- (a) Up to 7.5 kW..... P 400.00
- (b) 7.5 kW up to 22 kW ..... 550.00
- (c) 22 kW up to 37 kW ..... 600.00
- (d) 37 kW up to 52 kW ..... 650.00
- (e) 52 kW up to 67 kW ..... 800.00
- (f) 67 kW up to 74 kW..... 900.00
- (g) Every kW or fraction thereof  
above 74 kW  
..... 4.00



viii. Pressurized Water Heaters, per unit.....	P120.00
ix. Automatic Fire Extinguishers, per sprinkler head.....	P 2.00
x. Water, Sump and Sewage pumps for buildings/structures for commercial/ industrial purposes, per kW:	
(a) Up to 5 kW.....	P 55.00
(b) Above 5 kW to 10 kW.....	90.00
(c) Every kW or fraction thereof above 10 kW.....	P 2.00
.....	
xi. Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	
(a) Per kW, up to 50 kW.....	P 15.00
(b) Above 50 kW up to 100 kW.....	10.00
(c) Every kW or fraction thereof above 100 kW.....	2.40
xii. Compressed air, vacuum, commercial/ institutional/industrial gases, per outlet.....	P10.00
xiii. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher.....	P 2.00
.....	
xiv. Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,	
(a) Per unit, up to 10 kW.....	100.00
(b) Every kW above 10 kW.....	3.00
xv. Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit:	
(a) Up to ½ kW.....	P 8.00
(b) Above ½ kW up to 1 kW.....	23.00
(c) Above 1 kW up to 3 kW.....	39.00
(d) Above 3 kW up to 5 kW.....	55.00
(e) Above 5 kW up to 10 kW.....	80.00
(f) Every kW above 10 kW or fraction thereof.....	4.00
xvi. Pressure Vessels, per cu. meter or fraction thereof.....	P 40.00



.....	
xvii. Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof.....	P 2.40
.....	
xviii. Weighing Scale Structure, per ton or fraction thereof.....	P30.00
xix. Testing/Calibration of pressure gauge, per unit.....	P24.00
(a) Each Gas Meter, tested, proved and sealed, per gas meter.....	P30.00
xx. Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit.....	P30.00



## 5. ISSUANCE OF DEMOLITION PERMIT

Demolition Permit is issued to ensure that protection and safety requirements for the demolition of building/structure are in accordance with the Implementing Rules and Regulations of the National Building Code of the Philippines.

<b>Office or Division:</b>	Office of the Building Official (OBO)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Navotas City	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. Legal Documents / Clearances / Certificates</b>		
Transfer Certificate of Title (TCT) (1 photocopy)		Applicant / Land Registration Authority
<b>If the applicant is not the land owner, provide any of the following below:</b>		
<ul style="list-style-type: none"><li>Notarized Affidavit of Consent from Lot owner (1 photocopy)</li></ul>		Applicant / Lot Owner
<ul style="list-style-type: none"><li>Notarized Deed of Sale (1 photocopy)</li></ul>		
<ul style="list-style-type: none"><li>NHA Certification (NHA awarded lots) (1 photocopy)</li></ul>		NHA – Record Section
Barangay Clearance of Demolition Permit Application (1 original)		Barangay where the building to be demolished was situated, Barangay Hall – Secretary’s Desk
Tax Declarations of Improvement (2 photocopy)		City Assessor’s Office – Window 3, 2 <sup>nd</sup> floor Navotas City Hall
Current Tax Receipt (1 photocopy)		City Treasurer’s Office, Window 1 to 4, 2 <sup>nd</sup> floor Navotas City Hall
Community Tax Receipt (Cedula) (1 photocopy)		City Treasurer’s Office – Window 7 to 10
Valid ID (1 photocopy) (w/ specimen signature/s)		Applicant and Lot Owner/s
<b>Representative</b>		
<ul style="list-style-type: none"><li>- Valid ID (1 original, 1 photocopy)</li><li>- Any of the following:<ul style="list-style-type: none"><li>- Notarized Authorization Letter (1 original)</li><li>- Special Power of Attorney (SPA) (1 original)</li></ul></li></ul>		<ul style="list-style-type: none"><li>- Authorized Representative</li><li>- Person being Represented</li><li>- Notary Public Office</li></ul>
<b>Corporation</b>		



Authority to Sign / Corporate Secretary's Affidavit (1 original)		Corporation being Represented		
<b>B. Technical Documents (must be duly accomplished, signed by the owner/applicant/s, signed and sealed by the professionals)</b>				
Application Form for Demolition Permit (notarized) (2 original) [1 – owner, 1 – OBO]		Office of Building Official – Window 1, 2 <sup>nd</sup> floor Navotas City Hall		
Valid PRC ID and current PTR (2 photocopy) with three (3) specimen signatures and seal of all involved professionals		Professional in-charge of supervision		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the OBO for assessment and verification  * Make sure to have contact information of the office for follow up on the application  * Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook	1. Receive the required documents and check for completeness	None	15 Minutes	Officer of the Day OBO
	1.1 If complete, advise the applicant to return after 2 working days	None		
	1.2 If incomplete, attach a checklist of lacking requirements and return to applicant. Record date and time of return and ask the applicant to acknowledge receipt of returned documents and sign in the logbook.	None		
	2. Conduct site inspection	None	Shall be done during the 2 - working day period	Building Inspectors OBO
	2.1 Prepare the Inspection	None		



	Report and endorse to the City Building Official for evaluation			
<p>* Acknowledge receipt of returned documents and plans with comments for compliance, and sign in the logbook. After corrections are made by design professionals or owner to the documents proceed back to Step 1</p>	3. Evaluate plans and other documents related to the application	None	Shall be done during the 2 - working day period	City Building Official OBO
	3.1 If compliant, approve the application	None		
	3.1.1 Prepare the Order of Payment and advise the applicant to return to the OBO	None		Officer of the Day OBO
	3.2 If application is for compliance, advise the applicant/ representative to return to the OBO for release of the non-compliant documents for correction	None		
2. Return to the OBO and present a valid ID and Notarized Authorization Letter (if representative)	4. Issue Order of Payment and advise the applicant to pay at the City Treasurer's Office (CTO)	None	5 Minutes	Officer of the Day OBO



* Make sure to secure the Order of Payment				
3. Pay the required fees at the CTO – Window 5 or 6 by presenting the Order of Payment  * Make sure to secure Official Receipt that will be issued upon payment	5. Accept the payment based on the Order of Payment  5.1. Issue the Official Receipt	Refer to the Schedule of Fees  None	10 Minutes	Cashier CTO
4. Return to the OBO and present the Official Receipt        4.1 Receive the Demolition Permit	6. Check the Official Receipt  6.1 Encode the Official Receipt Number and application details of Demolition Permit Form  6.2 Approve the Demolition Permit Application  6.3 Release the Demolition Permit	None  None  None  None	30 Minutes	Officer of the Day OBO    City Building Official OBO   Officer of the Day OBO
<b>TOTAL:</b>		<b>Refer to the Schedule of Fees</b>	<b>2 Days and 1 Hour</b>	





## Schedule of Fees:

### Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:

i. Buildings in all Groups per sq. meter floor area.....	P	3.00
ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences.....		4.00
iii Structures of up to 10.00 meters in height.....		800.00
(a) Every meter or portion thereof in excess of 10.00 meters .....		50.00
iv. Appendage of up to 3.00 cu. meter/unit.....		50.00
(a) Every cu. meter or portion thereof in excess of 3.00 cu. meters.....		50.00
v. Moving Fee, per sq. meter of area of building/ structure to be moved .....		3.00



## 6. ISSUANCE OF ELECTRICAL (OR WIRING) PERMIT

Electrical permits are required for the installation, alteration, replacement or repair of electrical and communications wiring and equipment within or on any structure and for the alteration of an existing installation. This permit is required to assure that electrical installations and repairs are performed by licensed personnel, and that the installations are in conformity with the provisions of the latest Philippine Electrical Codes (PEC), the National Building Code (NBC) and its Implementing Rules and Regulations (IRR).

<b>Office or Division:</b>	Office of the Building Official (OBO)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Navotas City
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>A. Legal Documents</b>	
Approved Building Permit or Proof of Ownership (1 photocopy) If applicant is not the land owner; a. Notarized Affidavit of Consent from lot owner b. Notarized Affidavit of deed of sale c. NHA Certification (NHA awarded lots) d. LGU Consent w/ notarized waiver e. UPAO f. Notarized Undertaking	OBO – Window 1 / Land Registry Authority – Registration Division  Property Owner / Notary Public Office  Property Owner / Notary Public Office NHA – Record Section  City Engineering Office, 2 <sup>nd</sup> floor Navotas City Hall UPAO – Record Section Notary Public Office
<b>B. Required Documents</b>	
Barangay Clearance for MERALCO Application (1 original)	Barangay where the building is to be constructed, Barangay Hall – Secretary's Desk.
Community Tax Certificate (Cedula) for Lot / Building owner (1 photocopy)	City Treasury Office – Window 7 to 10, 2 <sup>nd</sup> floor Navotas City Hall
Approved Building Permit (for new construction and renovation) (1 photocopy)	Office of Building Official – Window 1, 2 <sup>nd</sup> floor Navotas City Hall
Business Permit Application (1 photocopy) for Commercial Use	BOSS – Releasing Window, 1 <sup>st</sup> floor Navotas City Hall
Photograph of the house	Applicant
Valid ID of the Applicant (1	Applicant (LTO – Registration Division, PRC –



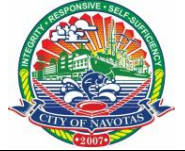
photocopy)		License Division, GSIS and SSS – Registration Division)		
<b>Representative</b>				
- Valid ID (1 photocopy) Any of the following: - Notarized Authorization Letter (1 original) - Special Power of Attorney (SPA) (1 original)		- Authorized Representative  - Person being Represented  - Notary Public Office		
<b>Corporation</b>				
Authority to Sign / Corporate Secretary's Affidavit (1 original)		Corporation being Represented		
<b>C. Technical Documents/ Plan</b>				
Application Form for Electrical Permit form <i>must be duly accomplished, signed and sealed by the Professional Electrical Engineer and signed by the applicant/owner</i> (2 original)		Applicant/Design Professional		
Electrical Plans <i>with design analysis signed and sealed by Professional Electrical Engineer</i> (4 original)		Design Professional		
Valid PRC ID and current PTR (2 photocopy) with three (3) specimen signatures and seal of Professional Electrical Engineer (PEE)		Design Professional		
<ul style="list-style-type: none"><li>If more than 5kVA for Up-Grading/ Re-Model/Temporary power supply provide electrical plan</li></ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the OBO for assessment and verification	1. Receive the required documents and check for completeness	None	15 Minutes	Officer of the Day OBO
* Make sure to have contact information of the office for follow up on the application	1.1 If complete, advise the applicant to return after 2 working days	None		
* Acknowledge receipt of the returned	1.2 If incomplete, attach a checklist of lacking requirements	None		



documents for compliance of the lacking requirements and sign in the logbook	and return to applicant. Record date and time of return and ask the applicant to acknowledge receipt of returned documents and sign in the logbook.			
* Acknowledge receipt of returned documents and plans with comments for compliance, and sign in the logbook. After corrections are made by design professionals or owner to the documents proceed back to Step 1	2. Evaluate plans and other documents related to the application	None	Shall be done during the 2 - working day period	<i>Electrical Engineer</i> OBO
	2.1 If compliant, approve the application and advise the applicant to return to OBO	None		<i>Officer of the Day</i> OBO
	2.1.1 Prepare the Order of Payment	None		
	2.2 If application is for compliance, advise the applicant/ representative to return to the OBO for release of the non-compliant documents for correction	None		
3. Return to the OBO and present valid ID	3. Issue Order of Payment to the applicant/	None	5 Minutes	<i>Officer of the Day</i> OBO



<p>and Notarized Authorization Letter (if representative)</p> <p>* Make sure to secure the Order of Payment that will be issued</p>	<p>representative and advise to pay at the City Treasurer's Office (CTO)</p>			
<p>4. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment</p> <p>* Make sure to secure Official Receipt that will be issued upon payment</p>	<p>4. Accept the payment based on the Order of Payment</p> <p>4.1 Issue the Official Receipt</p>	<p>Refer to the Schedule of Fees</p> <p>None</p>	<p>10 Minutes</p>	<p>Cashier CTO</p>
<p>5. Return to OBO and present the Official Receipt</p> <p>5.1 Receive the Approved Electrical Permit</p>	<p>5. Check the Official Receipt</p> <p>5.1 Encode the Official Receipt and application details of Electrical Permit</p> <p>5.2 Approve the Electrical Permit</p> <p>5.3 Issue Electrical permit and advise client to proceed to Bureau of Fire Protection (BFP) for application of Fire Safety Inspection Certificate (FSIC) / Fire</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>30 Minutes</p>	<p>Officer of the Day OBO</p> <p>City Building Official OBO</p> <p>Officer of the Day OBO</p>



	Safety Clearance			
	<b>TOTAL:</b>	<b>Refer to the Schedule of Fees</b>	<b>2 Days and 1 Hour</b>	

## Schedule of Fees:

### **Electrical Fees**

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

#### a. Total Connected Load (kVA)

		Fee	
i. 5 kVA or less.....	P	200.00	
ii. Over 5 kVA to 50 kVA.....	P	200.00 +	P20.00/kVA
iii. Over 50 kVA to 300 kVA.....		1,100.00 +	10.00/kVA
iv. Over 300 kVA to 1,500 kVA.....		3,600.00 +	5.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....		9,600.00 +	2.50/kVA
vi. Over 6,000 kVA.....		20,850.00 +	1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

#### b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)

		Fee	
i. 5 kVA or less.....	P	40.00	
ii. Over 5 kVA to 50 kVA.....	P	40.00 + P	4.00/kVA
iii. Over 50 kVA to 300 kVA.....	P	220.00 + P	2.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	P	720.00 + P	1.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	P	1,920.00 + P	0.50/kVA
vi. Over 6,000 kVA.....	P	4,170.00 + P	0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.

#### c. Pole/Attachment Location Plan Permit

i. Power Supply Pole Location.....	P	30.00/pole
ii. Guying Attachment.....	P	30.00/attachment

This applies to designs/installations within the premises.

- d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:



Use or Character of Electric Meter	Wiring Permit	Occupancy Issuance
Residential	P 15.00	P 15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

## 7. ISSUANCE OF FENCING PERMIT

Fencing Permit shall be secured prior the construction of a fence around a property being built or demolished.

<b>Office or Division:</b>	Office of the Building Official (OBO)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
<b>Who may avail:</b>	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Navotas City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>A. Legal Documents / Clearances</b>			
Transfer Certificate of Title (TCT) (1 photocopy)		Land Registration Authority – Registration Division	
Current Real Property Tax Receipt (1 photocopy)		Applicant	
Tax Declaration of the Property (1 photocopy)		City Assessor’s Office – Window 3, 2 <sup>nd</sup> floor Navotas City Hal	
<i>If the applicant is not the land owner, provide:</i>			
<ul style="list-style-type: none"><li>• Deed of Sale</li></ul>		Applicant / Notary Public Office	
<ul style="list-style-type: none"><li>• Award Notice and/or Lease Contract</li></ul>			
<ul style="list-style-type: none"><li>• Deed of Assignment or Donation</li></ul>			
Valid ID (1 original, 1 photocopy)		Applicant (LTO – Registration Division, PRC – License Division, GSIS and SSS – Registration Division)	
<b>Representative</b>			



<ul style="list-style-type: none"> <li>- Valid ID (1 original, 1 photocopy)</li> <li>Any of the following: <ul style="list-style-type: none"> <li>- Notarized Authorization Letter (1 original)</li> <li>- Special Power of Attorney (SPA) (1 original)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Authorized Representative</li> <li>- Person being Represented</li> <li>- Notary Public Office</li> </ul>
<b>Corporation</b>	
Authority to Sign / Corporate Secretary's Affidavit (1 original)	Company applying for permit
Written Consent from adjacent / affected neighbors if fence height exceeds 1.80 meters (1 original)	Adjacent Lot Owners
Barangay Clearance for fencing permit (1 original)	Barangay where the fence is to be constructed, Barangay Hall – Secretary's Desk
<b>B. Technical Documents (must be duly accomplished, signed by the owner/applicant/s, signed and sealed by the professionals)</b>	
Fencing Permit Form (notarized) (2 original) [1 – owner, 1 – OBO]	Office of Building Official – Window 1, 2 <sup>nd</sup> floor Navotas City Hall
Valid PRC ID and current PTR (2 photocopy) with three (3) specimen signatures and seal of all involved professionals	Design Professional
<b>C. Building Plans (signed by the owner, signed and sealed by the professionals)</b>	
Lot Plan (2 original)	Design Professional
Architectural Plan (if fence height is more than 1.00 meter) (2 original)	
Structural Plan (if fence height is more than 1.80 meters) (2 original)	
<b>D. Supporting Documents (signed and sealed)</b>	
Project Specifications (2 original)	Design Professional
Cost Estimate / Bill of Materials (2 original)	
Structural Analysis and Design Computation (if fence height is more than 1.80 m) (2 original)	
Sketch of exact location with street number, nearest landmark, name of contact person and contact number (2 original)	

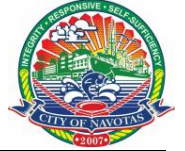




CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the OBO for assessment and verification  * Make sure to have contact information of the office for follow up on the application  * Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook	1. Receive the required documents and check for completeness  1.1. If complete, advise the applicant to return after 2 working days  1.2 If incomplete, attach a checklist of lacking requirements and return to applicant. Record date and time of return and ask the applicant to acknowledge receipt of returned documents and sign in the logbook.	None  None  None	15 Minutes	<i>Officer of the Day</i> OBO
	2. Conduct site inspection  2.1 Prepare the Inspection Report and endorse to the City Building Official for evaluation	None  None	Shall be done during the 2 - working day period	<i>Building Inspectors</i> OBO
	3. Evaluate plans and other documents related to the application	None	Shall be done during the 2 - working day period	<i>City Building Official</i> OBO



<p>* Acknowledge receipt of returned documents and plans with comments for compliance, and sign in the logbook. After corrections are made by design professionals or owner to the documents proceed back to Step 1</p>	<p>3.1 If compliant, prepare the Order of Payment and advise the applicant to return to the OBO</p>	<p>None</p>		<p><i>Officer of the Day</i> OBO</p>
	<p>3.2 If application is for compliance, advise the applicant/ representative to return to the OBO for release of the non-compliant documents for correction</p>	<p>None</p>		
<p>2. Return to the OBO and present a valid ID and Notarized Authorization Letter (if representative)</p> <p>* Make sure to secure the Order of Payment</p>	<p>4. Issue Order of Payment and advise the applicant to pay at the City Treasurer's Office (CTO)</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Officer of the Day</i> OBO</p>
<p>3. Pay the required fees at the CTO – Window 5 or 6 by presenting the Order of Payment</p> <p>* Make sure to secure Official Receipt that will be issued upon payment</p>	<p>5. Accept the payment based on the Order of Payment</p> <p>5.1 Issue the Official Receipt</p>	<p>Refer to the Schedule of Fees</p> <p>None</p>	<p>10 Minutes</p>	<p><i>Cashier</i> CTO</p>



4. Return to the OBO and present the Official Receipt	6. Check the Official Receipt	None	30 Minutes	Officer of the Day OBO
	6.1 Encode the Official Receipt Number and application details of Fencing Permit Form	None		
	6.2 Approve the Fencing Permit Application	None		City Building Official OBO
4.1 Receive the Fencing Permit	6.3 Release the Fencing Permit	None		Officer of the Day OBO
<b>TOTAL:</b>		<b>Refer to the Schedule of Fees</b>	<b>2 Days and 1 Hour</b>	



## Schedule of Fees:

### ***Fencing Fees:***

i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof.....	P	3.00
ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof .....		4.00
iii Made of indigenous materials, barbed, chicken or hog wires, per linear meter.....		2.40

### ***9. Accessory Fees***

a. Establishment of Line and Grade, all sides fronting or abutting streets, <i>esteros</i> , rivers and creeks, first 10.00 meters.....	P	24.00
i. Every meter or fraction thereof in excess of 10.00 meters.....		2.40



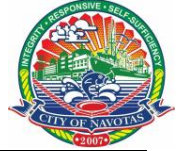
## 8. ISSUANCE OF MECHANICAL PERMIT

Mechanical Permit is issued to confirm that all mechanical systems, equipment and installations conform with the latest Philippine Mechanical Code, the National Building Code and its IRR. Likewise, transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

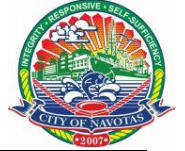
<b>Office or Division:</b>	Office of the Building Official (OBO)																								
<b>Classification:</b>	Simple																								
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government																								
<b>Who may avail:</b>	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Navotas City																								
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2"><b>A. Legal Documents / Clearances</b></td></tr> <tr> <td>Any of the following (1 photocopy): - Approved Building Permit - Certificate of Occupancy</td><td>Office of Building Official – Window 1, 2<sup>nd</sup> floor Navotas City Hall</td></tr> <tr> <td>Valid ID (1 original, 1 photocopy)</td><td>Applicant (LTO – Registration Division, PRC – License Division, GSIS and SSS – Registration Division)</td></tr> <tr> <td colspan="2"><b>Representative</b></td></tr> <tr> <td>- Valid ID (1 original, 1 photocopy) - Notarized Authorization Letter (1 original) - Special Power of Attorney (SPA) (1 original)</td><td>- Authorized Representative - Person being Represented/Notary Public Office  - Notary Public Office</td></tr> <tr> <td colspan="2"><b>Corporation</b></td></tr> <tr> <td>Authority to Sign / Corporate Secretary's Affidavit (1 original)</td><td>Company applying for permit</td></tr> <tr> <td colspan="2"><b>B. Technical Documents</b> (application form must be duly accomplished by the professionals, and signed by the applicant/owner/s)</td></tr> <tr> <td>Application Form for Mechanical Permit (2 original) [1 – owner, 1 – OBO]</td><td>Office of Building Official – Window 1, 2<sup>nd</sup> floor Navotas City Hall</td></tr> <tr> <td>Valid PRC ID and current PTR (2 photocopy) with three (3) specimen signatures and seal of all involved professionals</td><td>Design Professional</td></tr> <tr> <td colspan="2"><b>C. Design Plan, Specifications and other Documents</b> <i>signed by owner/applicant, signed and sealed by the professionals (refer to</i></td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	<b>A. Legal Documents / Clearances</b>		Any of the following (1 photocopy): - Approved Building Permit - Certificate of Occupancy	Office of Building Official – Window 1, 2 <sup>nd</sup> floor Navotas City Hall	Valid ID (1 original, 1 photocopy)	Applicant (LTO – Registration Division, PRC – License Division, GSIS and SSS – Registration Division)	<b>Representative</b>		- Valid ID (1 original, 1 photocopy) - Notarized Authorization Letter (1 original) - Special Power of Attorney (SPA) (1 original)	- Authorized Representative - Person being Represented/Notary Public Office  - Notary Public Office	<b>Corporation</b>		Authority to Sign / Corporate Secretary's Affidavit (1 original)	Company applying for permit	<b>B. Technical Documents</b> (application form must be duly accomplished by the professionals, and signed by the applicant/owner/s)		Application Form for Mechanical Permit (2 original) [1 – owner, 1 – OBO]	Office of Building Official – Window 1, 2 <sup>nd</sup> floor Navotas City Hall	Valid PRC ID and current PTR (2 photocopy) with three (3) specimen signatures and seal of all involved professionals	Design Professional	<b>C. Design Plan, Specifications and other Documents</b> <i>signed by owner/applicant, signed and sealed by the professionals (refer to</i>	
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<b>Section 302.7 of NBCP)</b>				
Mechanical Documents (2 original) [1 – owner, 1 – OBO]		Design Professional		
<b>Supporting Documents</b>				
Equipment Specifications (2 original)		Design Professional		
Cost Estimate / Bill of Materials (2 original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the OBO for assessment and verification  * Make sure to have contact information of the office for follow up on the application  * Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook	1. Receive the required documents and check for completeness	None	15 Minutes	Officer of the Day OBO
	1.1 If complete, advise the applicant to return after 2 working days	None		
	1.2 If incomplete, attach a checklist of lacking requirements and return to applicant. Record date and time of return and ask the applicant to acknowledge receipt of returned documents and sign in the logbook.	None		
	2. Evaluate plans and other documents related to the application	None	Shall be done during the 2 - working day period	Mechanical Engineer OBO
	2.1 If compliant, approve the application and advise the applicant to	None		



	return to OBO			
	2.1.1 Prepare the Order of Payment	None		
* Acknowledge receipt of returned documents and plans with comments for compliance, and sign in the logbook. After corrections are made by design professionals or owner to the documents proceed back to Step 1	2.2 If application is for compliance, advise the applicant/ representative to return to the OBO for release of the non-compliant documents for correction	None		
2. Return to the OBO and present valid ID and Notarized Authorization Letter (if representative)  * Make sure to secure the Order of Payment	3. Issue Order of Payment to the applicant/ representative and advise to pay at the City Treasurer's Office (CTO)	None	5 Minutes	<i>Officer of the Day</i> OBO
3. Pay the required fees at the CTO by presenting the Order of Payment  * Make sure to secure Official Receipt that will be issued upon payment	4. Accept the payment based on the Order of Payment  4.1 Issue the Official Receipt	Refer to the Schedule of Fees  None	10 Minutes	<i>Cashier</i> CTO
4. Return to OBO and present	5. Check the Official Receipt	None	30 Minutes	<i>Officer of the Day</i> OBO



the Official Receipt	5.1 Encode the Official Receipt and application details of Mechanical Permit Form	None		
	5.2 Approve the Mechanical Permit Application	None		<i>City Building Official</i>
	5.3 Release the Mechanical Permit	None		<i>Officer of the Day OBO</i>
4.1 Receive the Mechanical Permit				
<b>TOTAL:</b>		<b>Refer to the Schedule of Fees</b>	<b>2 Days and 1 Hour</b>	





## Schedule of Fees:

### ***Mechanical Fees***

#### a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i.	Refrigeration (cold storage), per ton or fraction thereof... P	40.00
ii.	Ice Plants, per ton or fraction thereof.....	60.00
iii.	Packaged/Centralized Air Conditioning Systems: Up to 100 tons, per ton.....	90.00
iv.	Every ton or fraction thereof above 100 tons.....	40.00
v.	Window type air conditioners, per unit.....	60.00
vi.	Mechanical Ventilation, per kW or fraction thereof blower or fan, or metric equivalent.....	40.00
vii.	In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.	

#### **For evaluation purposes:**

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

- 1.10 kW per ton, for compressors up to 5 tons capacity.
- 1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.
- 0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

- 3.50 kW per ton, for compressors up to 50 tons capacity.
- 3.25 kW per ton, for compressors above 5 up to 50 tons capacity.
- 3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):

- 0.90 kW per ton, for compressors 1.2 to 5 tons capacity.
- 0.80 kW per ton, for above 5 up to 50 tons capacity.
- 0.70 kW per ton, for compressors above 50 tons capacity.

#### b. Escalators and Moving Walks, funiculars and the like:

i.	Escalator and moving walk, per kW or fraction thereof..... P	10.00
ii.	Escalator and moving walks up to to 20.00 lineal meters or fraction thereof.....	20.00
iii.	Every lineal meter or fraction thereof in excess of 20.00 lineal meters.....	10.00
iv.	Funicular, per kW or fraction thereof.....	200.00
	(a) Per lineal meter travel.....	20.00
v.	Cable car, per kW or fraction thereof.....	40.00
	(a) Per lineal meter travel.....	5.00

#### c. Elevators, per unit:

i.	Motor driven dumbwaiters..... P	600.00
----	---------------------------------	--------



ii. Construction elevators for material.....	2,000.00
iii. Passenger elevators.....	5,000.00
iv. Freight elevators.....	5,000.00
v. Car elevators.....	5,000.00

d. Boilers, per kW:

i. Up to 7.5 kW.....	P 500.00
ii. Above 7.5 kW to 22 kW.....	700.00
iii. Above 22 kW to 37 kW.....	900.00
iv. Above 37 kW to 52 kW.....	1,200.00
v. Above 52 kW to 67 kW.....	1,400.00
vi. Above 67 kW to 74 kW.....	1,600.00
vi. Every kW or fraction thereof above 74 kW.....	5.00

NOTE:

- (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.
  - (b) Steam from this boiler used to propel any prime-mover is exempted from fees.
  - (c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.
- e. Pressurized water heaters, per unit..... P 200.00
- f. Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof..... 60.00
- g. Automatic fire sprinkler system, per sprinkler head..... 4.00
- h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:
- |                                   |         |
|-----------------------------------|---------|
| i. Every kW up to 50 kW.....      | P 25.00 |
| ii. Above 50 kW up to 100 kW..... | 20.00   |
| iii. Every kW above 100 kW.....   | 3.00    |
- i. Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet.....P 20.00
- j. Gas Meter, per unit..... P 100.00
- k. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher..... P 4.00
- l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:
- |   |         |
|---|---------|
| i. Up to 50 kW.....                               | P 10.00 |
| ii. Above 50 kW to 100 kW.....                    | 12.00   |
| iii. Every above 100 kW or fraction thereof ..... | 3.00    |
- m. Pressure Vessels, per cu. meter or fraction thereof..... P60.00
- n. Other Machinery/Equipment for commercial/ Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof..... P 60.00



- o. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like,  
per lineal metes or fraction thereof..... P 10.00
- p. Weighing Scale Structure, per ton or fraction thereof.....P 50.00

NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

### **Annual Mechanical Inspection Fees:**

- i. Refrigeration and Ice Plant, per ton:
  - (a) Up to 100 tons capacity ..... P 25.00
  - (b) Above 100 tons up to 150 tons ..... 20.00
  - (c) Above 150 tons up to 300 tons ..... 15.00
  - (d) Above 300 tons up to 500 tons..... 10.00
  - (e) Every ton or fraction thereof above 500 tons..... 5.00
- ii. Air Conditioning Systems:
  - Window type air conditioners, per unit ..... P 40.00
- iii. Packaged or centralized air conditioning systems:
  - (a) First 100 tons, per ton ..... 25.00
  - (b) Above 100 tons, up to 150 tons per ton ..... 20.00
  - (c) Every ton or fraction thereof above 500 tons ..... 8.00
- iv. Mechanical Ventilation, per unit, per kW:
  - (a) Up to 1 kW ..... P 10.00
  - (b) Above 1 kW to 7.5 kW ..... 50.00
  - (c) Every kW above 7.5 kW ..... 20.00
- v. Escalators and Moving Walks; Funiculars and the like:
  - (a) Escalator and Moving Walks, per unit..... P 120.00
  - (b) Funiculars, per kW or fraction thereof..... 50.00
  - (c) Per lineal meter or fraction thereof of travel..... 10.00
  - (d) Cable Car, per KW or fraction thereof ..... 25.00
  - (e) Per lineal meter of travel..... 2.00
- vi. Elevators, per unit:
  - (a) Passenger elevators..... P 500.00
  - (b) Freight elevators..... 400.00
  - (c) Motor driven dumbwaiters..... 50.00
  - (d) Construction elevators for materials ..... 400.00
  - (e) Car elevators ..... 500.00
  - (f) Every landing above first five (5) landings  
for all the above  
elevators..... 50.00
- vii. Boilers, per unit:
  - (a) Up to 7.5 kW..... P 400.00
  - (b) 7.5 kW up to 22 kW ..... 550.00
  - (c) 22 kW up to 37 kW ..... 600.00
  - (d) 37 kW up to 52 kW..... 650.00
  - (e) 52 kW up to 67 kW ..... 800.00
  - (f) 67 kW up to 74 kW..... 900.00



(g) Every kW or fraction thereof above 74 kW .....	4.00
viii. Pressurized Water Heaters, per unit.....	P 120.00
ix. Automatic Fire Extinguishers, per sprinkler head.....	P 2.00
x. Water, Sump and Sewage pumps for buildings/structures for commercial/ industrial purposes, per kW:	
(a) Up to 5 kW.....	P 55.00
(b) Above 5 kW to 10 kW.....	90.00
(c) Every kW or fraction thereof above 10 kW.....	P 2.00
.....	
xi. Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	
(a) Per kW, up to 50 kW.....	P 15.00
(b) Above 50 kW up to 100 kW.....	10.00
(c) Every kW or fraction thereof above 100 kW.....	2.40
xii. Compressed air, vacuum, commercial/ institutional/industrial gases, per outlet.....	P 10.00
xiii. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher.....	P 2.00
.....	
xiv. Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,	
(a) Per unit, up to 10 kW.....	P100.00
(b) Every kW above 10 kW.....	P3.00
xv. Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit:	
(a) Up to ½ kW.....	P 8.00
(b) Above ½ kW up to 1 kW.....	23.00
(c) Above 1 kW up to 3 kW.....	39.00
(d) Above 3 kW up to 5 kW.....	55.00
(e) Above 5 kW up to 10 kW.....	80.00
(f) Every kW above 10 kW or fraction	



thereof.....	4.00
xvi. Pressure Vessels, per cu. meter or fraction thereof.....	P40.00
.....	
xvii. Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof.....	P 2.40
.....	
xviii. Weighing Scale Structure, per ton or fraction thereof.....	P30.00
xix. Testing/Calibration of pressure gauge, per unit.....	P24.00
(a) Each Gas Meter, tested, proved and sealed, per gas meter.....	P30.00
xx. Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit.....	P30.00



## 9. ISSUANCE OF SIGN PERMIT

Sign Permit provides legal permission to post *any publicly displayed information that is presented in the form of words, symbols and/or pictures and is designed to advertise a business.*

<b>Office or Division:</b>	Office of the Building Official (OBO)		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
<b>Who may avail:</b>	Any person, firm or corporation, including any agency or instrumentality of the government who shall construct, alter, repair, convert, use, occupy, move, demolish, add any building or structure or any portion thereof within the territorial jurisdiction of Navotas City		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>A. Legal Documents / Clearances / Certificates</b>			
Barangay Clearance (1 original)		Barangay where the sign is to be constructed, Barangay Hall – Secretary’s Desk	
Application form for Sign Permit <i>signed by the owner and the professional</i> (2 original) [1 – owner, 1 – OBO]		Office of Building Official – Window 1, 1 <sup>st</sup> floor Navotas City Hall	
Valid ID (1 original, 1 photocopy)		Applicant (LTO – Registration Division, PRC – License Division, GSIS and SSS – Registration Division)	
<b>Representative</b>			
- Valid ID (1 original, 1 photocopy) Any of the following: - Notarized Authorization Letter (1 original) - Special Power of Attorney (SPA) (1 original)		- Authorized Representative  - Person being Represented  - Notary Public Office	
<b>Corporation</b>			
Authority to Sign / Corporate Secretary’s Affidavit (1 original)		Company applying for permit	
<b>B. Plans and Supporting Documents</b> (signed by the owner, signed and sealed by the design professional)			
Architectural Plan (showing site development plan, sign/s location, elevation and sign details) (2 original)		Design Professional	
Structural Plans w/ structural components (2 original)			
Structural Analysis <i>if applicable</i> (2 original)			
Valid PRC ID and current PTR (2			



photocopy) with three (3) specimen signatures and seal of all involved professionals				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the OBO for assessment and verification  * Make sure to have contact information of the office for follow up on the application  * Acknowledge receipt of the returned documents for compliance of the lacking requirements and sign in the logbook	1. Receive the required documents and check for completeness	None	15 Minutes	Officer of the Day OBO
	1.1. If complete, advise the applicant to return after 2 working days	None		
	1.2 If incomplete, attach a checklist of lacking requirements and return to applicant. Record date and time of return and ask the applicant to acknowledge receipt of returned documents and sign in the logbook.	None		
	2. Conduct site inspection	None	Shall be done during the 2 - working day period	Building Inspectors OBO
	2.1 Prepare the Inspection Report and endorse to the City Building Official for evaluation	None		
	3. Evaluate plans and other	None	Shall be done during the 2 -	City Building Official



	documents related to the application		working day period	OBO
	3.1 If compliant, approve the application	None		
	3.1.1 Prepare the Order of Payment and advise the applicant to return to the OBO	None		Officer of the Day OBO
* Acknowledge receipt of returned documents and plans with comments for compliance, and sign in the logbook. After corrections are made by design professionals or owner to the documents proceed back to Step 1	3.2 If application is for compliance, advise the applicant/ representative to return to the OBO for release of the non-compliant documents for correction	None		
2. Return to the OBO and present a valid ID and Notarized Authorization Letter (if representative)	4. Issue Order of Payment and advise the applicant to pay at the City Treasurer's Office (CTO)	None	5 Minutes	Officer of the Day OBO
* Make sure to secure the Order of Payment				
3. Pay the required fees at the CTO – Window 5 or 6 by presenting the Order of Payment	5. Accept the payment based on the Order of Payment	Refer to the Schedule of Fees	10 Minutes	Cashier CTO
		None		





* Make sure to secure Official Receipt that will be issued upon payment	5.1. Issue the Official Receipt			
4. Return to the OBO and present the Official Receipt	6. Check the Official Receipt	None	30 Minutes	Officer of the Day OBO
	6.1 Encode the Official Receipt and application details to Sign Permit Form	None		
	6.2 Approve the Sign Permit Application	None		City Building Official
4.1 Receive the Sign Permit	6.3 Release the Sign Permit	None		Officer of the Day OBO
<b>TOTAL:</b>		<b>Refer to the Schedule of Fees</b>	<b>2 Days and 1 Hour</b>	

## Schedule of Fees:

### Sign Fees:

- i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area..... P 120.00
- (a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters..... 24.00
- ii. Installation Fees, per sq. meter or fraction thereof of display surface:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00	P 52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted-on	9.60	18.00



iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00, min. fee shall be P 124.00	P 46.00, min. fee shall be P 200.00
Illuminated	P 18.00, min. fee shall be P 72.00	P 38.00, min. fee shall be P 150.00
Others	P 12.00, min. fee shall be P 40.00	P 20.00, min. fee shall be P 110.00
Painted-on	P 8.00, min. fee shall be P 30.00	P 12.00, min. fee shall be P 100.00



# **Office of the City Assessor**

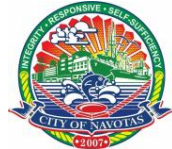
## **External Services**



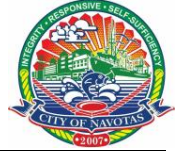
## 1. CORRECTION / CHANGE OF PROPERTY INDEX NUMBER (PIN)

Property Index Number (PIN) is a numerical code that is used to identify parcels on a Tax Map. It is also the link of the improvement/structures or machinery to the lot where they are erected or installed. The PIN on the Tax Map must be corrected if there are discrepancies with regards to the actual location of the property.

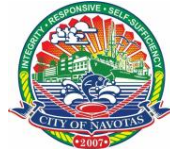
<b>Office or Division:</b>	Office of the City Assessor (OCA)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Property Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Principal</b>				
Request Letter from the property owner (1 original)		Property Owner		
Photograph/Picture of the property (1 copy)		Property Owner		
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk		
<b>Authorized Representative</b>				
Request Letter from the property owner (1 original)		Property Owner		
Photograph/Picture of the property (1 copy)		Property Owner		
Any of the following:				
- Consent or Authorization of Lot Owner (1 photocopy) - Special Power of Attorney (1 photocopy)		Property Owner / Notary Public		
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner		
Government Issued/ Valid ID with signature of presenter (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Accomplished Request Form and requirements at Office of the City Assessor – Window 2 or	1. Receive the required documents and check for completeness	None	10 Minutes	Frontline Service Providers OCA



3  * Make sure to secure the Order of Payment that will be issued	1.1 Issue the Order of Payment, if all the required documents were given and advise to pay the required fees at CTO and return to CAO for the submission of Official Receipt	None		
2. Pay the required fee at CTO Window – 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Secretary's fee – PHP 250.00  None	5 Minutes	Clerk CTO
3. Submit the Official Receipt to OCA – Window 2 or 3	3. Accept and check the Official Receipt  3.1 Advise the client for an ocular inspection and return after three (3) working days.	None  None	1 Minute	Frontline Service Providers OCA
	4. Conduct ocular inspection  4.1 Prepare Real Property Field Appraisal and Assessment Sheet	None  None	3 days	Administrative Assistants OCA



	4.2 Pre-approval and review	None		City Assessor OCA
	4.3 Record and assign Tax Declaration Number	None		Frontline Service Providers OCA
	4.4 Encode and print the Tax Declaration and Notice of Assessment, and affix initials by the Encoder	None		
	4.5 Cancel the previous Tax Declaration	None		Administrative Assistants OCA
	4.6 Check encoded data and affix initials by the Checker.	None		
	4.7 Final check and affix initials by the appraiser	None		
	4.8 Approve the New Tax Declaration	None		City Assessor OCA
4. Return to OCA – Window 1 after three (3) working days	5. Release the owner copy of Tax Declaration and Notice of Assessment.	None	5 Minutes	Frontline Service Providers OCA
4.1 Receive the owner's copy of Tax Declaration and Notice of Assessment-Window 1		None		



<b>TOTAL:</b>		<b>PHP 250.00</b>	<b>3 Days and 21 Minutes</b>	

## 2. ISSUANCE OF CERTIFICATION OF LATEST TAX DECLARATION FOR THE BUREAU OF INTERNAL REVENUE AND OTHER AGENCIES

The City Assessor's Office issues Certification of Latest Tax Declaration as requested by the Bureau of Internal Revenue and other agencies.

<b>Office or Division:</b>	Office of the City Assessor (OCA)		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
<b>Who may avail:</b>	Property Owners		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Principal</b>			
Accomplished Request Form (1 original)		Office of the City Assessor – Window 3	
Community Tax Certificate (Cedula) (1 original)		Office of the City Treasurer – Window 7 to 10	
Tax Clearance (1 photocopy)		Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5	
Documentary Stamp (1 piece per Tax Declaration)		Bureau of Internal Revenue – Registration Division	
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any Government Agency – Front Desk	
<b>Authorized Representative</b>			
Accomplished Request Form (1 original)		Office of the City Assessor – Window 3	
Community Tax Certificate (Cedula) (1 original)		Office of the City Treasurer – Window 7 to 10	
Tax Clearance (1 photocopy)		Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5	
Documentary Stamp (1 piece per Tax Declaration)		Bureau of Internal Revenue – Registration Division	
Any of the following:			
- Consent or Authorization of Lot Owner - Special Power of Attorney (1 photocopy)		Property Owner / Notary Public	
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Authorized Representative / Any Government Agency – Front Desk	



Government Issued / Valid ID with signature of presenter (1 original, 1 photocopy)		Property Owner / Any Government Agency – Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished Request Form and requirements at OCA – Window 2 or 3  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness  1.1 Issue the Order of Payment if all the required documents were given and advise to pay the required fees at CTO and return to CAO for the submission of Official Receipt	None  None	3 Minutes	Frontline Service Providers OCA
2. Pay the required fee at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Verification fee – PHP 60.00  Certification & Certified True Copy fee – PHP 60.00	5 Minutes	Clerk CTO
3. Return to OCA – Window 2 or 3 and submit the Official Receipt	3. Receive and check the Official Receipt, advise the client to wait while	None	10 Minutes	Frontline Service Providers OCA





	request is being processed.			
	3.1 Search/verify from the system the name of the requesting property owner, and Tax Declaration Number of the Property.	None		
	3.2 After verification, print copy of Certification and affix signature	None		
	3.3 Approve the Certification	None		City Assessor OCA
4. Receive Certification of Latest Tax Declaration at OCA – Window 3	4. Release the Certification of Latest Tax Declaration	None	5 Minutes	Frontline Service Providers OCA
<b>TOTAL:</b>		<b>PHP 120.00</b>	<b>23 Minutes</b>	

### 3. ISSUANCE OF CERTIFICATION OF NO IMPROVEMENT FOR THE LOT

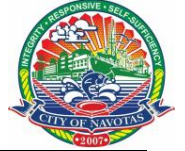
Certification of No Improvement is issued by the City Assessor's Office as per request by the owner or an authorized representative provided that, there are no improvement/structures erected on the lot.

<b>Office or Division:</b>	Office of the City Assessor (OCA)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Property Owners
<div> <div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div> </div>	

<b>Principal</b>				
Accomplished Request Form (1 original)		Office of the City Assessor – Window 3		
Community Tax Certificate (Cedula) (1 photocopy)		Office of the City Treasurer – Window 7 to 10		
Documentary Stamp (1 original per Tax Declaration)		Bureau of Internal Revenue – Registration Division		
Sworn Statement that there is no Improvement erected on their Lot (1 original)		Property Owner / Notary Public		
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk		
<b>Authorized Representative:</b>				
Accomplished request form (1 original)		Office of the City Assessor – Window 3		
Community Tax Certificate (Cedula) (1 photocopy)		Office of the City Treasurer – Window 7 to 10		
Documentary Stamp (1 piece per tax declaration)		Bureau of Internal Revenue – Registration Division		
Sworn Statement that there is no Improvement erected on their Lot (1 original)		Property Owner / Notary Public		
Any of the following:				
- Consent or Authorization of Lot Owner (1 original) - Special Power of Attorney is stating the purpose of Certification (1 original)		Property Owner / Notary Public		
Government Issued / Valid ID with signature of presenter (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk		
Government Issued/ Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Accomplished Request Form and requirements at OCA – Window 3  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness  1.1 Issue the Order of Payment if all the required documents were given and advise to pay the required fees at CTO and return to CAO for the	None  None	5 Minutes	Frontline Service Providers OCA



	submission of Official Receipt			
2. Pay the required fee at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment.	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Verification fee – PHP 60.00  Certification & Certified Photocopy fee – PHP 60.00	5 Minutes	Clerk CTO
3. Return to OCA – Window 3 and submit the Official Receipt	3. Receive and check the Official Receipt, advise the client to wait while request is being processed.  3.1 Process the request  3.2 Search/verify from the system the name of the requesting property owner, and Tax Declaration Number of the Property.  3.3 After verification, print copy of Certification and affix signature  3.4 Approve the Certification	None  None  None  None	15 Minutes	Frontline Service Providers OCA



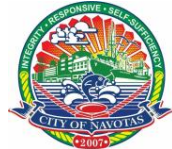
		None		City Assessor OCA
4. Receive the Certification of No Improvement for the Lot from OCA – Window 3	4. Release the Certification of No Improvement for the Lot	None	2 Minutes	Frontline Service Providers OCA
<b>TOTAL:</b>		<b>PHP 120.00</b>	<b>27 Minutes</b>	



## 4. ISSUANCE OF CERTIFICATION OF PROPERTY OR NON-PROPERTY HOLDINGS

The City Assessor's Office holds the records of real properties and their declared owners, therefore it is the agency concerned to issue Certification of Property or Non-Property Holdings which is a requirement for various government or private transactions.

<b>Office or Division:</b>	Office of the City Assessor (OCA)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	Property Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Principal</b>				
Accomplished Request Form (1 original)		Office of the City Assessor – Window 3		
Community Tax Certificate (Cedula) (1 photocopy)		Office of the City Treasurer – Window 7 to 10		
Documentary Stamp (1 original per property certification)		Bureau of Internal Revenue – Registration Division		
Government Issued/ Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk		
<b>Authorized Representative</b>				
Accomplished request form (1 original)		Office of the City Assessor – Window 3		
Community Tax Certificate (Cedula) (1 photocopy)		Office of the City Treasurer – Window 7 to 10		
Documentary Stamp (1 original)		Bureau of Internal Revenue – Registration Division		
Any of the following:				
- Consent or Authorization of Lot Owner (1 original) - Special Power of Attorney stating the purpose of Certification (1 photocopy)		Property Owner/Notary Public		
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk		
Government Issued / Valid ID with signature of presentor (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Accomplished Request Form and	1. Receive the required documents and check for	None	5 Minutes	Frontline Service Providers OCA



<p>requirements at OCA Window 3</p> <p>* Make sure to secure the Order of Payment that will be issued</p>	<p>completeness</p> <p>1.1 Issue the Order of Payment if all the required documents were given and advise to pay the required fees at CTO and return to CAO for the submission of Official Receipt</p>	<p>None</p>		
<p>2. Pay the required fee at CTO – Window 5 or 6</p> <p>* Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>2. Accept the payment based on the Order of Payment</p> <p>2.1 Issue the Official Receipt</p>	<p>Verification fee – PHP 60.00</p> <p>Certification &amp; Certified Photocopy fee – PHP 60.00</p>	<p>5 Minutes</p>	<p>Clerk CTO</p>
<p>3. Return to OCA – Window 3 and submit the Official Receipt</p>	<p>3. Receive and check the Official Receipt, advise the client to wait while request is being processed.</p> <p>3.1 Process the request</p> <p>3.2 Search/verify from the system the name of the requesting property owner, and Tax Declaration</p>	<p>None</p> <p>None</p> <p>None</p>	<p>15 Minutes</p>	<p>Frontline Service Providers OCA</p>



	Number of the Property.  3.3 After verification, print copy of Certification and affix signature  3.4 Approve the Certification	None		City Assessor OCA
4. Receive the Certification of Property or Non property Holding at OCA – Window 3	4. Release the Certification of Property or Non-Property Holdings.	None	5 Minutes	Frontline Service Providers City Assessor's Office
<b>TOTAL:</b>		<b>PHP 120.00</b>	<b>30 Minutes</b>	

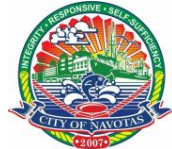
## 5. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

The City Assessor's Office issues Certified True Copy of Tax Declaration for whatever purpose it may serve the property owner/requestor. It is one of the requirements of most financial institutions in the application of loan and is also required by other government agencies for various transactions.

<b>Office or Division:</b>	Office of the City Assessor (OCA)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	Property Owners	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Principal</b>		
Accomplished Request Form (1 original)		Office of the City Assessor – Window 3
Community Tax Certificate (Cedula) (1 photocopy)		Office of the City Treasurer – Window 7-10
Tax Clearance (1 photocopy)		Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
Documentary Stamp (1 piece)		Bureau of Internal Revenue – Registration Division
Government Issued / Valid ID with signature of Property Owner		Property Owner / Any government agency issuing ID – Front Desk

(1 original, 1 photocopy)				
<b>Authorized Representative:</b>				
Accomplished Request Form (1 original)	Office of the City Assessor – Window 3			
Community Tax Certificate (Cedula) (1 photocopy)	Office of the City Treasurer – Window 7 to 10			
Tax Clearance (1 photocopy)	Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5			
Documentary Stamp (1 piece)	Bureau of Internal Revenue – Registration Division			
Any of the following:				
- Consent or Authorization of Lot Owner/ Seller or Buyer with Deed of Sale (1 original) - Special Power of Attorney of Lot Owner/Seller or Buyer with Deed of Sale (1 photocopy)	Property Owner / Notary Public			
Government issued / Valid ID with signature of Property Owner or property from buyer (1 original, 1 photocopy)	Property Owner / Any government agency issuing ID – Front Desk			
Government Issued/ Valid ID with signature of presenter (1 original, 1 photocopy)	Authorized Representative / Any government agency issuing ID – Front Desk			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Accomplished Request Form and requirements at OCA – Window 3  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness  1.1 Issue the Order of Payment, if all the required documents were given, and advise to pay the required fees at CTO and return to CAO for the submission of Official Receipt	None  None	5 Minutes	Frontline Service Providers OCA
2. Pay the required fees at CTO	2. Accept the payment based on the Order of Payment	Verification fee – PHP 60.00	5 Minutes	Clerk CTO





* Make sure to secure the Official Receipt that will be issued upon payment	2.1 Issue the Official Receipt	Certification & Certified True Copy of Tax Declaration fee – PHP 60.00		
3. Return to OCA – Window 3 and submit the Official Receipt	3. Receive and check the Official Receipt, advise the client to wait while request is being processed.	None	10 Minutes	Frontline Service Providers OCA
	3.1 Process the request	None		
	3.2 Affix initials to the Certified True Copy of Tax Declaration	None		
	3.3 Approve Certified True Copy of Tax Declaration	None		City Assessor OCA
4. Receive the Certified True Copy of Tax Declaration at OCA – Window 3	4. Release the Certified True Copy of Tax Declaration	None	2 Minutes	Frontline Service Providers OCA
<b>TOTAL:</b>		<b>PHP 120.00</b>	<b>22 Minutes</b>	

## 6. ISSUANCE OF TAX DECLARATION FOR NEW UNDECLARED BUILDING AND MACHINERY

This is for newly constructed improvements/structures and newly installed machinery or those that are not yet declared for taxation purposes. The issued Tax Declaration will be the basis of Real Property Tax.



<b>Office or Division:</b>	Office of the City Assessor (OCA)		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
<b>Who may avail:</b>	Property Owners		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Principal</b>			
Building Plans and Permit (1 original)		Office of the City Building Official – Window 1	
Occupancy Permit (1 photocopy)		Office of the City Building Official – Window 1	
<b>If no Building Plans and Occupancy Permit or with building permit but the construction is partially or not completed within the year:</b>			
Sworn Statement stating true ownership of the building, date of start and completion of construction including estimated cost of the building. (1 original)		Property Owner/Notary Public	
<b>For Machinery:</b>			
Itemized list and description of Machinery (Cost of Machinery, Cost of transportation/freight, installation and Insurance with Official Receipt) (1 original)		Property Owner	
Sworn Declaration of ownership of the property (1 original)		Property Owner / Notary Public	
Photograph/ Picture of Property (1 original)		Property Owner	
Government issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk	
<b>Authorized Representative</b>			
Building Plans and Permit (1 original)		Office of the City Building Official – Window 1	
Occupancy Permit (1 photocopy)		Office of the City Building Official – Window 1	
<b>If no Building Plans and Occupancy Permit or with building permit but the construction is partially or not completed within the year:</b>			
Sworn Statement stating true ownership of the building, date of start and completion of construction including estimated cost of the building. (1 original)		Property Owner / Notary Public	
<b>For Machinery:</b>			
Itemized list and description of Machinery (Cost of Machinery, Cost of transportation/freight, installation and Insurance with Official Receipt) (1		Property Owner	



original)				
Sworn Declaration of ownership of the property (1 original)		Property Owner / Notary Public		
Photograph/ Picture of Property (1 original)		Property Owner		
<b>Any of the following:</b> - Consent or Authorization of the owner (1 original) - Special Power of Attorney (1 original)		- Property Owner - Property Owner / Notary Public		
Government issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk		
Government issued / Valid ID with signature of Authorized Representative (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at OCA – Window 4	1. Receive the required documents and check for completeness.	None	5 Minutes	Frontline Service Providers OCA
	1.1 If complete, advise the client for an ocular inspection and to return after four (4) working days.	None		
	2. Conduct an Ocular Inspection	None	Shall be done during the 4 -day period	Frontline Service Providers OCA
	2.1 Compute the property assessment.	None		Frontline Service Providers OCA
	2.2 Pre-approve and review the computation.	None		City Assessor OCA
	2.3 Record and	None		Administrative Assistants



	assign Tax Declaration Number.			OCA
	2.4 Encode and print the Tax Declaration and Notice of Assessment, affix initials.	None		<i>Frontline Service Providers</i> OCA
	2.5 Record data in the index card.	None		
	2.6 Check the encoded data and affix initials.	None		<i>Administrative Assistants</i> OCA
	2.7 Final check and affix initials by the appraiser.	None		<i>City Assessor</i> OCA
	2.8 Approve the Tax Declaration and Notice of Assessment			
3. Return to the OCA – Window 1 after four (4) working days for the release of Tax Declaration and Notice of Assessment	3. Issue the owner's copy of Tax Declaration and Notice of Assessment  3.1 If the owner failed to get the requested document, the Owner's Copy of Tax Declaration	None  None	5 Minutes	<i>Frontline Service Providers</i> OCA



	and Notice of Assessment shall be sent thru Registered Mail.  3.2 If the Registered Mail returned, assistance of Barangay Personnel shall be obtained.	None		
<b>TOTAL:</b>		<b>None</b>	<b>4 Days and 10 Minutes</b>	

*Note: For late registration, pay the penalty amounting to PHP 2,000.00 for failure to comply with Article 2, Section 10 of the Navotas Revenue Code (City Ordinance No. 2017-18) to the City Treasurer's Office.*

## 7. PROCESSING OF CANCELLATION OF TAX DECLARATION

Real property that no longer exists, i.e. demolished improvement/structure or dismantled machinery, must be reported to the City Assessor's Office to process the cancellation of its Tax Declaration.

<b>Office or Division:</b>	Office of the City Assessor (OCA)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	Property Owners
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>Principal</b>	
Request Letter (1 original)	Property Owner
Sworn Statement (1 original)	Property Owner / Notary Public
Barangay Certification that the property is no longer existing (1 original)	Respective Barangay where the property is located, Barangay Hall – Secretary's Desk
Demolition Permit (1 photocopy)	Office of the City Building Official – Window 1
<b>If gutted by fire:</b>	
Fire Department Certificate (1 original)	Bureau of Fire Protection – Record Section
Photograph/ Picture of Property (1 original)	Property Owner
Government issued / Valid ID with signature of Property Owner (1 original, 1	Property Owner / Any government agency issuing ID – Front Desk



photocopy)				
<b>Authorized Representative</b>				
Request Letter (1 original)		Property Owner		
Sworn Statement (1 original)		Property Owner / Notary Public		
Barangay Certification that the property is no longer existing (1 original)		Respective Barangay Hall where the property is located, Barangay Hall – Secretary's Desk		
Demolition Permit (1 photocopy)		Office of the City Building Official – Window 1		
<b>If gutted by fire:</b>				
Fire Department Certificate (1 original)		Bureau of Fire Protection – Record Section		
Photograph/ Picture of Property (1 original)		Property Owner		
Government issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk		
Government issued / Valid ID with signature of Authorized Representative (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at OCA – Window 2 or 4	1. Receive the required documents and check for completeness.	None	10 Minutes	Frontline Service Providers OCA
	1.1 If all the required documents were given, advise the client for an ocular inspection and to return after three (3) working days.	None		
	2. Conduct an ocular inspection  2.1 Prepare the Cancellation Report	None	3 days	Administrative Assistants OCA



	<p>2.2 Pre-approve and review the report</p> <p>2.3 Record and assign Cancellation Number</p> <p>2.4 Encode and print the Cancellation Report and affix initials</p> <p>2.5 Cancel the previous Tax Declaration</p> <p>2.6 Check encoded data and affix initials.</p> <p>2.7 Final check and affix initials by the appraiser</p> <p>2.8 Approve the Cancellation Report.</p>			<p><i>City Assessor OCA</i></p> <p><i>Frontline Service Providers OCA</i></p> <p><i>Administrative Assistants OCA</i></p> <p><i>City Assessor OCA</i></p>
2. Return to the OCA – Window 1 after three (3) working days for the release of Cancellation Report	3. Release the owner's copy of Cancellation Report	None	5 Minutes	<p><i>Frontline Service Providers</i></p> <p><i>City Assessor's Office</i></p>
<b>TOTAL:</b>		<b>None</b>	<b>3 Days and 15 Minutes</b>	



## 8. RE-ASSESSMENT OR RE-CLASSIFICATION OF LAND AND IMPROVEMENT

Changes in actual use of Land or Improvement must be reported to the City Assessor's Office to update the classification of the real property. The same also applies to changes made to improvements/structures that will merit a re-assessment or increase in market value of the property that will be reflected in the Tax Declaration.

<b>Office or Division:</b>	Office of the City Assessor (OCA)		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
<b>Who may avail:</b>	Property Owners		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Principal</b>			
Request Letter (1 original)		Property Owner	
Barangay Certification (1 original)		Respective Barangay Hall where the property is located, Barangay Hall – Secretary’s Desk	
Sworn Statement stating the change of actual use of the property (1 original)		Property Owner / Notary Public	
Building Plans and Permit (1 original)		Office of the City Building Official – Window 1	
Occupancy Permit (1 photocopy)		Office of the City Building Official – Window 1	
Photograph / Picture of the property (1 original)		Property Owner	
Government issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk	
<b>Authorized Representative</b>			
Request Letter (1 original)		Property Owner	
Barangay Certification (1 original)		Respective Barangay Hall where the property is located, Barangay Hall – Secretary’s Desk	
Sworn Statement stating the change of actual use of the property (1 original)		Property Owner / Notary Public	
Building Plans and Permit (1 copy)		Office of the City Building Official – Window 1	
Occupancy Permit (1 photocopy)		Office of the City Building Official – Window 1	
Photograph / Picture of the property (1 original)		Property Owner	
Any of the following: - Consent or Authorization of the owner (1 original) - Special Power of Attorney (1 original)		- Property Owner  - Notary Public	
Government issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk	





Government issued / Valid ID with signature of Authorized Representative (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at OCA – Window 2 or 4  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness  1.1 Issue the order of payment if all required documents were given and advise the client to pay the required fees to the City Treasurer's Office (CTO) and return to City Assessor's Office (CAO)	None  None	10 Minutes	Frontline Service Providers OCA
2. Pay the required fees at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Secretary's fee – PHP 250.00  None	5 Minutes	Clerk CTO
3. Return to OCA – Window 2 or 4 and submit Official Receipt	3. Receive and check the Official Receipt and	None	5 Minutes	Frontline Service Providers OCA



	advise the client to return after four (4) working days.			
	4. Conduct an ocular inspection	None	4 days	Frontline Service Providers OCA
	4.1 Prepare the appraisal card and compute the property assessment.	None		Administrative Assistants OCA
	4.2 Pre-approve and review the computation	None		City Assessor OCA
	4.3 Record and assign Tax Declaration Number	None		Frontline Service Providers OCA
	4.4 Encode and print the Tax Declaration and Notice of Assessment, and affix initials	None		Administrative Assistants OCA
	4.5 Record the data in the index card.	None		
	4.6 Cancel the previous Tax Declaration	None		
	4.7 Check the encoded data and affix initials.	None		
	4.8 Final check			



	and affix initials by the appraiser  4.9 Approve the Tax Declaration and Notice of Assessment	None		City Assessor OCA
4. Return to the OCA – Window 1 after four (4) working days for the release of Tax Declaration and Notice of Assessment	5. Release the owner's copy of Tax Declaration and Notice of Assessment.	None	2 Minutes	Frontline Service Providers OCA
<b>TOTAL:</b>		<b>PHP 250.00</b>	<b>4 Days and 22 Minutes</b>	

## 9. TAX MAPPING OR VERIFICATION OF LOTS AND IMPROVEMENTS

Tax Map is a special purpose map showing all the Real Property Parcels within a local government unit. Individuals, government, agencies or private institutions use this map as reference data or to verify the location and existence of real properties.

<b>Office or Division:</b>	Office of the City Assessor (OCA)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	Property Owners	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Principal:</b>		
Accomplished Request Form (1 original)	Office of the City Assessor – Window 3	
Community Tax Certificate (Cedula) (1 photocopy)	Office of the City Treasurer – Window 7 to 10	
Tax Clearance (1 photocopy)	Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5	
Documentary Stamp (1 piece)	Bureau of Internal Revenue – Registration Division	
Government Issued / Valid ID of Property Owner (1 photocopy with signature)	Property Owner	



<b>Authorized Representative:</b>				
Accomplished Request Form (1 original)		Office of the City Assessor – Window 3		
Community Tax Certificate (Cedula) (1 photocopy)		Office of the City Treasurer – Window 7 to 10		
Tax Clearance (1 photocopy)		Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5		
Documentary Stamp (1 original)		Bureau of Internal Revenue – Registration Division		
Government Issued/ Valid ID of Property Owner (1 photocopy with signature)		Property Owner / Any government agency issuing ID – Front Desk		
Any of the following:				
-Consent or Authorization of Lot Owner (1 original) - Special Power of Attorney (1 photocopy)		Property Owner / Notary Public		
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk		
Government Issued / Valid ID with signature of presenter (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished Request Form and requirements at OCA – Window 3  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness  1.1 Issue the Order of Payment if all the required documents were given and advise to pay the required fees at CTO and return to CAO for the submission of Official Receipt	None  None	5 Minutes	Frontline Service Providers OCA
2. Pay the required fees at CTO- Window 5 or 6	2. Accept the payment based on the	Verification fee – PHP 60.00	5 Minutes	Clerk CTO



* Make sure to secure the Official Receipt that will be issued upon payment.	Order of Payment 2.1 Issue the Official Receipt	Certified Photocopy of Tax Map fee – PHP 50.00		
3. Return to OCA – Window 3 and submit Official Receipt	3. Receive and check the Official Receipt, advise the client to wait while request is being processed.  3.1 Process the request  3.2 Affix initials to the Certified True Copy of Tax Declaration  3.3 Approve Certified True Copy of Tax Declaration	None  None  None	15 Minutes	Frontline Service Providers OCA         City Assessor OCA
4. Receive the Certified Photocopy of Tax Map from OCA – Window 3	4. Release the Certified Photocopy of Tax Map	None	2 Minutes	Frontline Service Providers OCA
<b>TOTAL:</b>		<b>PHP 110.00</b>	<b>27 Minutes</b>	



## 10. TRANSFER OF OWNERSHIP, SEGREGATION, CONSOLIDATION OR CONSOLIDATION AND SEGREGATION OF REAL PROPERTIES

Any transaction involving in change in ownership or changes in area due to segregation, consolidation or consolidation and segregation of declared Real Properties must be reported to the City Assessor's Office to update the Tax Declaration.

<b>Office or Division:</b>	Office of the City Assessor (OCA)		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
<b>Who may avail:</b>	Property Owners		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>Principal</b>			
Transfer Certificate of Title (TCT) (1 certified true copy)		Registry of Deeds – Window 1	
Any of the following: - Deed of Sale (1 photocopy) - Deed of Conveyance (1 photocopy)		Property Owner	
Certificate Authorizing Registration (CAR) (1 duplicate copy or 1 certified true copy)		Bureau of Internal Revenue – Registration Division	
Official Receipt of Transfer Tax payment (1 photocopy)		Property Owner / Office of the City Treasurer – Realty Tax Section	
Any of the following: - Tax clearance (1 photocopy) - Current Real Property Tax payment (1 photocopy)		Office of the City Treasurer – Realty Tax Section	
Photograph/picture of property (1 original)		Property Owner	
Government issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk	
<b>Authorized Representative</b>			
Transfer Certificate of Title (TCT) (1 certified true copy)		Registry of Deeds – Window 1	
Any of the following: - Deed of Sale (1 photocopy) - Deed of Conveyance (1 photocopy)		Property Owner	
Certificate Authorizing Registration (CAR) (1 duplicate copy or 1 certified true copy)		Bureau of Internal Revenue – Registration Division	
Official Receipt of Transfer Tax payment (1 photocopy)		Property Owner/Office of the City Treasurer- Realty Tax Section	
Any of the following: - Tax clearance (1 photocopy) - Current Real Property Tax payment (1 photocopy)		Office of the City Treasurer – Realty Tax Section	



Photograph/picture of property (1 original)		Property Owner		
Any of the following: - Consent or Authorization of the owner (1 original) - Special Power of Attorney (1 original)		Property Owner		
Government issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner/Notary Public		
Government issued / Valid ID with signature of Authorized Representative (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk		
<b>In Case of Segregation or Consolidation</b>				
Additional requirement: - Approved subdivision/consolidation plan (1 original)		Property Owner		
<b>In Case of Lost Documents:</b>				
Transfer Certificate of Title (1 certified true copy)		Registry of Deeds – Window 1		
Affidavit of Loss (1 original)		Property Owner / Notary Public		
Certification from Registry of Deeds (1 photocopy)		Registry of Deeds – Window 1		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at OCA – Window 2 or 4  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness  1.1 Issue the order of payment if all required documents were given and advise the client to pay the required fees at the City Treasurer's Office (CTO) and return to City Assessor's Office (CAO)	None  None	10 Minutes	Frontline Service Providers OCA



2. Pay the required fees at the CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Administrative fee – PHP 250.00  None	5 Minutes	Clerk CTO
3. Return to OCA – Window 2 or 4 and submit the Official Receipt	3. Receive and check the Official Receipt and advise the client to return after four (4) working days.	None	2 Minutes	Frontline Service Providers OCA
	4. Conduct an ocular inspection  4.1 Prepare the appraisal card, and compute the property assessment.  4.2 Pre-approve and review the computation  4.3 Record and assign Tax Declaration Number  4.4 Encode and print the Tax Declaration and Notice of Assessment, and affix signature	None  None  None  None  None	4 days	Frontline Service Providers OCA  Administrative Assistants OCA  City Assessor OCA  Frontline Service Providers OCA  Administrative Assistants OCA





	4.5 Record data in the index card.	None		
	4.6 Cancel the previous Tax Declaration	None		
	4.7 Check the encoded data and affix initials	None		
	4.8 Final check and affix initials by the appraiser.	None		City Assessor OCA
	4.9 Approve the Tax Declaration and Notice of Assessment			
4. Return to the OCA – Window 1 after four (4) working days for the release of Tax Declaration and Notice of Assessment	5. Release the owner's copy of Tax Declaration and Notice of Assessment.	None	5 Minutes	Frontline Service Providers City Assessor's Office
<b>TOTAL:</b>		<b>PHP 250.00</b>	<b>4 Days and 22 Minutes</b>	

*Note: For late registration, pay the penalty amounting to PHP 2,000.00 for failure to comply with Article 2, Section 10 of the Navotas Revenue Code (City Ordinance No. 2017-18) to the City Treasurer's Office.*

## **11. OTHER SERVICES:**

**11.1. Correction/Change of Declared Owner**

**11.2. Correction/Change of Declared Area**

**11.3. Completion of Details**

**11.4. Correction/Change of Mailing Address**

**11.5. Correction/Change of Location**

**11.6. Correction/Change of Transfer Certificate of Title (TCT)**

**Number**

**11.7. Correction Change of Block and Lot Number**



## 11.8. Correction/ Change of Effectivity

Property owner's or authorized representatives may request for correction of various details on the Tax Declaration such as Lot or Block Number, Declared Area, etc. as long as the claim is backed up by an official document, i.e. Certified True Copy of Transfer Certificate of Title (TCT).

<b>Office or Division:</b>	Office of the City Assessor (OCA)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	Property Owners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Case: Correction/Change of Declared Owner</b>		
<b>Principal</b>		
Transfer Certificate of Title (1 certified true copy)		Registry of Deeds – Window 1
Deed of Sale (1 original)		Property Owner / Notary Public
Letter of Request from the property owner (1 original)		Property Owner/Notary Public
Tax Clearance (1 photocopy)		Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk
<b>Authorized Representative:</b>		
Transfer Certificate of Title (1 certified true copy)		Registry of Deeds – Window 1
Deed of Sale (1 original)		Property Owner / Notary Public
Letter of Request from the property owner (1 original)		Property Owner / Notary Public
<b>Any of the following:</b>		
- Consent or Authorization of the owner (1 original)		- Property Owner
- Special Power of Attorney (1 original)		- Property Owner/Notary Public
Tax Clearance (1 photocopy)		Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
Government Issued/ Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk
Government Issued/ Valid ID with signature of presenter (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk
<b>Cases: Correction/Change of</b>		



<b>Declared Area/ Correction Change of Block and Lot Number</b>	
<b>Principal</b>	
Transfer Certificate of Title (1 certified true copy)	Registry of Deeds – Window 1
Letter of Request from the property owner (1 original)	Property Owner / Notary Public
Tax Clearance (1 photocopy)	Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
Government Issued/ Valid ID with signature of Property Owner (1 original, 1 photocopy)	Property Owner / Any government agency issuing ID – Front Desk
<b>If NHA Property, if the Lot Property owned by National Housing Authority (NHA)</b>	
Certification from National Housing Authority (NHA) (1 photocopy)	National Housing Authority – Record Section
<b>Authorized Representative:</b>	
Transfer Certificate of Title (1 certified true copy)	Registry of Deeds – Window 1
Letter of Request from the property owner (1 original)	Property Owner/Notary Public
<b>Any of the following:</b>	
- Consent or Authorization of the owner (1 original)	- Property Owner
- Special Power of Attorney (1 original)	- Property Owner/Notary Public
Tax Clearance (1 photocopy)	Office of the City Treasurer-Realty Tax Section, Row 3, Desk 5
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)	Property Owner / Any government agency issuing ID – Front Desk)
Government Issued / Valid ID with signature of presentor (1 original, 1 photocopy)	Authorized Representative / Any government agency issuing ID – Front Desk
<b>If NHA Property, if the Lot Property owned by National Housing Authority (NHA)</b>	
Certification from National Housing Authority (NHA) ( 1 photocopy)	National Housing Authority – Record Section
<b>Case: Completion of Details</b>	
<b>Principal</b>	
Transfer Certificate of Title (1 Certified True Copy)	Registry of Deeds – Window 1
Letter of Request from the property owner (1 original)	Property Owner / Notary Public
Tax Clearance (1 photocopy)	Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
Government Issued/ Valid ID with	Property Owner / Any government agency issuing



signature of Property Owner (1 original, 1 photocopy)	ID – Front Desk
<b>Authorized Representative:</b>	
Transfer Certificate of Title (1 Certified True Copy)	Registry of Deeds – Window 1
Letter of Request from the property owner (1 original)	Property Owner / Notary Public
<b>Any of the following:</b>	
- Consent or Authorization of the owner (1 original)	- Property Owner
- Special Power of Attorney (1 original)	- Property Owner/Notary Public
Tax Clearance (1 photocopy)	Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
Government Issued/ Valid ID with signature of Property Owner (1 original, 1 photocopy)	Property Owner / Any government agency issuing ID – Front Desk
Government Issued/ Valid ID with signature of presentor (1 original, 1 photocopy)	Authorized Representative / Any government agency issuing ID – Front Desk
<b>Case: Correction/Change of Mailing Address</b>	
<b>Principal</b>	
Letter of Request from the property owner (1 original)	Property Owner / Notary Public
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)	Property Owner / Any government agency issuing ID – Front Desk
Tax Clearance (1 photocopy)	Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
<b>Authorized Representative</b>	
Letter of Request from the property owner (1 original)	Property Owner / Notary Public
<b>Any of the following:</b>	
- Consent or Authorization of the owner (1 original)	- Property Owner
- Special Power of Attorney (1 original)	- Property Owner / Notary Public
Tax Clearance (1 photocopy)	Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)	Property Owner / Any government agency issuing ID – Front Desk
Government Issued / Valid ID with signature of presentor (1 original, 1 photocopy)	Authorized Representative / Any government agency issuing ID – Front Desk
<b>Cases: Correction/Change of Location</b>	
<b>Principal/ Correction/Change of</b>	



<b>Transfer Certificate of Title (TCT) Number</b>	
Transfer Certificate of Title (1 certified true copy)	Registry of Deeds – Window 1
Letter of Request from the property owner (1 original)	Property Owner/Notary Public
Tax Clearance (1 photocopy)	Office of the City Treasurer-Realty Tax Section, Row 3, Desk 5
Government Issued/ Valid ID with signature of Property Owner (1 original, 1 photocopy)	Property Owner / Any government agency issuing ID – Front Desk
<b>Authorized Representative:</b>	
Transfer Certificate of Title (1 Certified True Copy)	Registry of Deeds – Window 1
Letter of Request from the property owner (1 original)	Property Owner / Notary Public
<b>Any of the following:</b>	
- Consent or Authorization of the owner (1 original)	- Property Owner
- Special Power of Attorney (1 original)	- Property Owner / Notary Public
Tax Clearance (1 photocopy)	Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)	Property Owner / Any government agency issuing ID – Front Desk
Government Issued / Valid ID with signature of presentor (1 original, 1 photocopy)	Authorized Representative / Any government agency issuing ID – Front Desk
<b>Case: Correction/ Change of Effectivity</b>	
<b>Principal</b>	
<b>If NHA Property, if the Lot Property owned by National Housing Authority (NHA)</b>	
Certification from National Housing Authority (NHA) (1 photocopy)	National Housing Authority – Record Section
Letter of Request from the property owner (1 original)	Property Owner
<b>Any of the following</b>	
-Deed of Sale (1 original)	Property Owner / Notary Public
-Contract to Sell (1 original)	Property Owner / Notary Public
Tax Clearance (1 photocopy)	Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)	Property Owner / Any government agency issuing ID – Front Desk
<b>Authorized Representative:</b>	
<b>If NHA Property, if the Lot Property</b>	

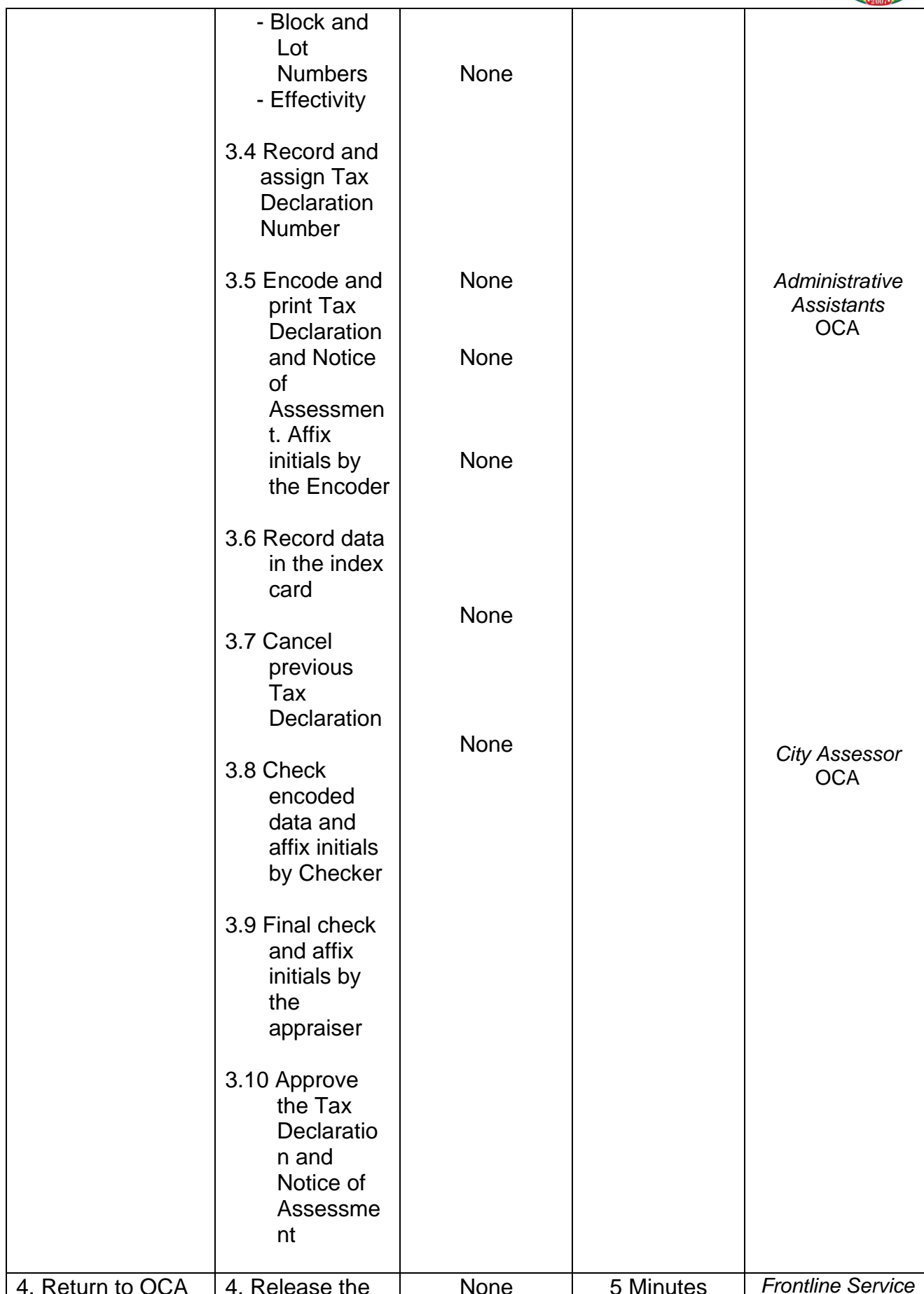


<b>owned by National Housing Authority (NHA)</b>				
Certification from National Housing Authority (NHA)		National Housing Authority – Record Section		
Letter of Request from the property owner (1 original)		Property Owner / Notary Public		
Any of the following				
-Deed of Sale (1 original) -Contract to Sell (1 original)		Property Owner / Notary Public		
Any of the following:				
- Consent or Authorization of the owner (1 original) - Special Power of Attorney (1 original)		- Property Owner - Property Owner / Notary Public		
Tax Clearance (1 photocopy)		Office of the City Treasurer – Realty Tax Section, Row 3, Desk 5		
Government Issued / Valid ID with signature of Property Owner (1 original, 1 photocopy)		Property Owner / Any government agency issuing ID – Front Desk		
Government Issued / Valid ID with signature of presenter (1 original, 1 photocopy)		Authorized Representative / Any government agency issuing ID – Front Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Accomplished Request Form and requirements at OCA – Window 2 or 4  * Make sure to secure the Order of Payment that will be issued	1. Receive the required documents and check for completeness  1.1 Issue the Order of Payment if all the required documents were given and advise to pay the required fees at CTO and return to OCA for the submission of Official Receipt	None  None	5 Minutes	Frontline Service Providers OCA

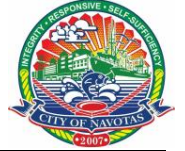


2. Pay the required fees at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment.	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Secretary's fee – PHP 250.00  None	5 Minutes	Clerk CTO
3. Proceed to OCA – Window 2 or 4 and submit the Official Receipt	3. Receive and check the Official Receipt, advise the client to wait while request is being processed.  3.1 Prepare appraisal card  3.2 Conduct Ocular Inspection  3.3 Pre-Approve the Correction/ Change of: - Declared Owner - Declared Area - Completion of Details - Mailing Address - Location - Transfer of Certificate of Title Number (TCT Number)	None  None  None  None	5 Minutes    3 days (If necessary, i.e. Change of Block and Lot Number, Change of Effectivity)	Frontline Service Providers OCA    City Assessor OCA          Frontline Service Providers OCA









<p>after three (3) working days. <i>(For those cases that needs ocular inspection.)</i></p> <p>4.1 Receive the owners copy of Tax Declaration and Notice of Assessment- Window 1</p>	<p>owner's copy of Tax Declaration and Notice of Assessment</p>			<p>Providers OCA</p>
<b>TOTAL:</b>		<b>PHP 250.00</b>	<b>3 Days and 20 Minutes</b>	



## **Office of the City Engineer (OCE)**

### **External Services**



# 1. EXCAVATION PERMIT, MAYNILAD SERVICE APPLICATION

Excavation permit is issued to authorize excavation work in any portion of the road and/or sidewalks for installation of water line to residential and commercial establishments.

<b>Office or Division</b>	Office of the City Engineer (OCE)			
<b>Classification</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance (1 original, 2 photocopies)		Barangay Hall where excavation will take place, Barangay Hall – Secretary's Desk		
Request for Excavation Permit (1 original, 2 photocopy)		Maynilad – Inspection Unit		
Pictures of the proposed meter location and area to be excavated (1 original)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents at the Office of the City Engineer-Inspection Unit	1. Receive the required documents and check for completeness	None	5 Minutes	<i>Draftsman II</i> Office of the City Engineer
	1.1 If documents are complete, advise the client for an ocular inspection to be conducted within a day	None		
	2. Conduct site inspection and verification whether the road to be excavated is in good condition or newly constructed	None	1 day	<i>Draftsman II</i> Office of the City Engineer
	2.1 Advise the client to return to the Office of the City	None		



	Engineer			
3. Return to the Office of the City Engineer – Inspection Unit  * Make sure to secure the Order of Payment that will be issued	3. Issue Order of Payment and advise the client to pay at the City Treasurer's Office (CTO)	None	5 Minutes	<i>Draftsman II</i> Office of the City Engineer
4. Pay the required fees at the CTO – Window 5 or 6 by showing the Order of Payment  * Make sure to secure the Official Receipt that will be issued upon payment	4. Accept the payment based on the Order of Payment  4.1 Issue the Official Receipt	Please see the Schedule of Fees  None	10 Minutes	<i>Cashier</i> City Treasurer's Office
5. Return to the Office of the City Engineer and present the Official Receipt for the processing and release of Excavation Permit  5.1 Receive the Excavation Permit	5. Receive the Official Receipt from the client  5.1 Prepare and release the Excavation Permit	None  None	5 Minutes	<i>Draftsman II</i> Office of the City Engineer
<b>TOTAL:</b>		<b>Please see the Schedule of Fees</b>	<b>1 Day and 25 Minutes</b>	



## Schedule of Fees:

EXCAVATION PERMIT FEES	
<b>Processing Fee</b>	
For Household	PHP 375.00
For Contractor	625.00
<b>Excavation Fee</b>	625.00
<b>Restoration Deposit</b>	
1-4 Linear Meter	PHP 1,187.50
5 Linear Meter	1,781.25
6 Linear Meter	2,137.50
7 Linear Meter	2,493.75
8 Linear Meter	2,850.00
9 Linear Meter	3,206.25
10 Linear Meter	3,562.50
<b>Maintenance Fee</b>	
1-4 Linear Meter	PHP 297.50
5 Linear Meter	446.25
6 Linear Meter	535.50
7 Linear Meter	624.75
8 Linear Meter	714.00
9 Linear Meter	803.25
10 Linear Meter	892.50



# **Sangguniang Panlungsod Secretariat**

## **External Services**



# 1. ISSUANCE OF CERTIFICATE OF ACCREDITATION – NEW (ACCREDITED NGOs, POs, TODA, PODA, HOAs, SENIOR CITIZEN AND OTHER ORGANIZATIONS)

Certificate of Accreditation is issued to organized groups/organization for possible membership in the City Local Special Bodies, pursuant to the Local Government Code and as promulgated by DILG Memorandum Circular No. 2019-72.

<b>Office or Division:</b>	Sangguniang Panlungsod Secretariat			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All NGOs, POs or organized groups/organizations in the City of Navotas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Application Form (1 original)		SP Secretariat – Front Desk		
Board Resolution (1 original, 1 photocopy)		Organized Group/Organization – Secretary's Desk		
Certificate of Registration (1 photocopy)		SEC Registration Division, HLURB Registration Division, CDA – Registration Division		
List of Current Officers and Members (1 photocopy)		Organized Group/organization – Secretary's Desk		
Annual Accomplishment Report (1 photocopy)		Organized Group/organization – Secretary's Desk		
Financial Report (1 photocopy)		Organized Group/organization – Treasurer's Desk		
Profile indicating the purpose and objectives of organization (1 photocopy)		Organized Group/organization – Secretary's Desk		
Copy of minutes of meeting (1 photocopy)		Organized Group/organization – Secretary's Desk		
Official Receipt (to be issued during the process) (1 original)		City Treasurer's Office – Window 5 or 6		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents and the Accomplished Application Form to SP Secretariat – k Front Desk.	1. Receive the required documents and check for correctness and authenticity.	None	Shall be done during the 7-working day period	<i>Bookbinder III</i> Sangguniang Panlungsod
	1.1 If complete, put the	None		<i>Bookbinder III</i> Sangguniang Panlungsod

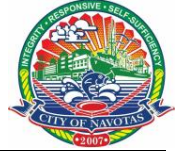


	request in Order of Business of the SP	None		
	* Advise the client to wait for the notification of committee meeting			
	2. Conduct City Council Session	None	Shall be done during the 7-working day period	<i>Members of the City Council</i>
	2.1 Refer the Request for Accreditation to Committee on Accreditation	None		
	2.2 Set Committee Meeting			
2. Receive notification of the scheduled committee meeting	3. Notify the client of the scheduled committee meeting	None	Shall be done during the 7-working day period	<i>LLSE II Sangguniang Panlungsod</i>
3. Attend the Committee Meeting	4. Conduct Committee Meeting	None	Shall be done during the 7-working day period	<i>Committee on Accreditation Sangguniang Panlungsod</i>
	4.1 The committee will study the veracity of the application and the requirements.	None		
	4.2 Advise the client to pay the Certificate	None		<i>LLSE II Sangguniang Panlungsod</i>





	of Accreditation and wait for the notice that the Resolution is available.			
4. Received the Order of Payment	5. Issue Order of Payment	None	Shall be done during the 7-working day period	<i>LLSE II</i> Sangguniang Panlungsod
5. Pay the required fee based on the order of payment at CTO Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	6. Accept the payment based on the Order of Payment  6.1 Issue the Official Receipt	Registration fee – PHP 200.00  None	Shall be done during the 7-working day period	<i>Cashier</i> CTO
	7. Prepare the Resolution for Accreditation	None	Shall be done during the 7-working day period	<i>LLSE II</i> Sangguniang Panlungsod
	8. Conduct SP Session and approve the Resolution of Accreditation	None	Shall be done during the 7-working day period	<i>Members of the City Council</i>
6. Receive notification on the availability of Certificate of Accreditation	9. Notify the client of the availability of the duly signed approved resolution and Certificate of Accreditation.	None	Shall be done during the 7-working day period	<i>LLSE II</i> Sangguniang Panlungsod
7. Return to Sangguniang Panlungsod Secretariat and	10. Check the Official Receipt	None	Shall be done during the 7-working day period	<i>LLSE II</i> Sangguniang Panlungsod



submit the Official Receipt				
7.1 Receive the Certificate of Accreditation and the approved Sanggunian Resolution	10.1 Issue the Certificate of Accreditation and the approved Sanggunian resolution	None		<i>LLSE II</i> Sangguniang Panlungsod
<b>TOTAL:</b>		<b>PHP 200.00</b>	<b>7 Days</b>	



## 2. ISSUANCE OF CERTIFICATE OF ACCREDITATION – RENEWAL (ACCREDITED NGOs, POs, TODA, PODA, HOAs, SENIOR CITIZEN AND OTHER ORGANIZATIONS)

Certification of Accreditation is issued to organized groups/organization for possible membership in the City Local Special Bodies, pursuant to the Local Government Code and as promulgated by DILG Memorandum Circular No. 2019-72.

<b>Office or Division:</b>	Sangguniang Panlungsod Secretariat			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All NGOs, POs or organized groups/ organizations in the City of Navotas			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Accreditation (1 photocopy)		Organized Group / Organization – Secretary's Desk / Sangguniang Panlungsod Secretariat		
Latest List Officers and Members (1 photocopy)		Organized Group / Organization – Secretary's Desk		
Latest Annual Accomplishment Report (1 photocopy)		Organized Group / Organization – Secretary's Desk		
Latest Financial Report (1 photocopy)		Organized Group / Organization – Treasurer's Desk		
Official Receipt (to be issued during the process) (1 original)		City Treasurer's Office – Window 5 or 6		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to SP Secretariat – Front Desk.	1. Receive the required documents and check for correctness and authenticity.	None	5 Minutes	Bookbinder III Sangguniang Panlungsod
* Make sure to secure the Order of Payment that will be issued	1.1 If complete, issue Order of Payment and advise to pay at CTO	None		



2. Pay the required fee based on the order of payment at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Certificate of Accreditation Renewal fee – PHP 200.00  None	15 Minutes	Cashier CTO
3. Return to Sangguniang Panlungsod Secretariat and submit the Official Receipt  3.1 Receive the Certificate of Accreditation	3. Check the Official Receipt  3.1 Issue the Certificate of Accreditation (renewal)	None  None	2 Minutes	LLSE II Sangguniang Panlungsod
<b>TOTAL:</b>		<b>PHP 200.00</b>	<b>22 Minutes</b>	

### 3. ISSUANCE OF COPIES OF OFFICIAL RECORDS AND DOCUMENTS (CERTIFICATION / CLEARANCE OF BARANGAY OFFICIALS)

Official Records/Documents (Ordinances) are issued to individual needing this document for their research and for other legal purposes. Certification is issued to Barangay Officials for renewal application of fidelity bond to the Bureau of Treasury.

<b>Office or Division</b>	Sangguniang Panlungsod Secretariat
<b>Classification</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government
<b>Who may avail:</b>	All and Elected Barangay Officials
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Letter of Request (1 original)	Requesting person/official



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required Letter of Request to SP Secretariat  * Make sure to secure the Order of Payment that will be issued.	1. Receive the Letter of Request  1.1 Verify the requested record/ document  1.2 If the requested record is available, issue the Order of Payment and advise the client to pay the required fees at CTO.	None  None  None	15 Minutes	<i>Bookbinder III</i> Sangguniang Panlungsod
2. Pay the required fee based on the order of payment at CTO – Window 5 or 6  * Make sure to secure the Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment  2.1 Issue the Official Receipt	Certified True Copy –PHP 60.00/per page or Certification fee – PHP 60.00	15 Minutes	<i>Cashier</i> CTO
3. Return to SP Secretariat and submit the Official Receipt  3.1 Receive the Certified Photocopy of documents / Certification/ Clearance to Barangay	3. Check the Official Receipt,  3.1 Release the Certified Photocopy of documents / Certification/ Clearance to	None  None	2 Minutes	<i>Bookbinder III</i> Sangguniang Panlungsod



Officials	Barangay Officials			
TOTAL:		<b>Certified True Copy – PHP 60.00/per page  Certificati on/ Clearance fee – PHP 60.00</b>	<b>32 Minutes</b>	



## VI. Feedback and Complaints

<b>VI. FEEDBACK AND COMPLAINTS MECHANISM</b>	
How to send a feedback?	<p>Answer the client feedback form and drop it at designated drop box in front of Public Assistance and Complaint Desk</p> <p>Contact info: 8-281-85-31, 8-283-74-15, 8-281-41-74 or <a href="mailto:complaints@navotas.gov.ph">complaints@navotas.gov.ph</a></p>
How feedback is processed?	<p>Everyday, the Local ARTA Staff opens the drop box and compiles and records all feedback submitted.</p> <p>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.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone numbers: 8-281-85-31, 8-283-74-15, 8-281-41-74</p>
How to file complaints?	<p>Answer the client Complaint Form and drop it at the designated drop box in front of Public Assistance and Complaint Desk or Local ARTA Unit.</p> <p>Complaints can also be filed via telephone. Make sure to provide the following information:</p> <ul style="list-style-type: none"> <li>-Name of person being complained</li> <li>-Incident</li> <li>-Evidence</li> </ul> <p>For inquiries and follow-ups, clients may contact the following telephone numbers: 8-281-85-31, 8-283-74-15, 8-281-41-74</p>
How are complaints are processed?	<p>The Complaints Officer opens the complaints drop box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, the Complaints Officer</p>



	<p>shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The Complaint Officer will create a report after the investigation and shall submit it to the Head of Agency for appropriate action.</p> <p>The Complaint Officer will give the feedback to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone numbers: 8-281-85-31, 8-283-74-15, 8-281-41-74</p>
Contact Information of ARTA, PCC, CCB	ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)





## VII. List of Offices

**Navotas City Hall, 1052 M. Naval St., Sipac-Almacen, Navotas City**  
**Telephone Trunk line Numbers: 8-281-85-31 | 8-283-74-15 | 8-281-41-74**

Office	Address	Contact Information
Barangay Affair and Community Relations Office	4 <sup>th</sup> floor, Navotas City Hall	loc. 404 bacro@navotas.gov.ph
City Agriculture Office	1 <sup>st</sup> floor, Navotas City Hall	loc. 112, 111 city.agriculture@navotas.gov.ph
City Assessor's Office	2 <sup>nd</sup> floor, Navotas City Hall	loc. 210, 209, 812 cao@navotas.gov.ph
City Business Permits and Licensing Office	Business One Stop Shop (BOSS), 1 <sup>st</sup> floor, Navotas City Hall	loc. 101, 114, 809 bplo@navotas.gov.ph
City Civil Registrar's Office	2 <sup>nd</sup> floor, Navotas City Hall	loc. 204, 203 lcr@navotas.gov.ph
City Engineering Office	2 <sup>nd</sup> floor, Navotas City Hall	loc. 206, 205 engineering@navotas.gov.ph
City Environment and Natural Resources Office	Lower ground floor, Navotas City Hall	loc. 600 cenro@navotas.gov.ph
City Franchising Permit and Processing Unit	M. Naval St., Sipac-Almacen, Navotas City	loc. 703 fppu@navotas.gov.ph
City General Services Office	M. Naval St., Sipac-Almacen, Navotas City	loc. 502, 503, 808 gso@navotas.gov.ph
City Health Office	M. Naval St., San Jose, Navotas City	city.health@navotas.gov.ph
City Human Resources and Development Office	1 <sup>st</sup> floor, Navotas City Hall	loc. 106, 105 chrdo@navotas.gov.ph
City Planning and Development Office	1 <sup>st</sup> floor, Navotas City Hall	loc. 107, 807 cpdo@navotas.gov.ph
City Social Welfare and Development Office	2 <sup>nd</sup> floor, Navotas City Hall Annex	loc. 501, 500 cswd@navotas.gov.ph
City Traffic and Parking Management Office	Lower ground floor, Navotas City Hall	loc. 601, 814 ctpmo@navotas.gov.ph
City Treasurer's Office	2 <sup>nd</sup> floor, Navotas City Hall	loc. 201, 202, 813 cto@navotas.gov.ph
NavoServe - Social Services One Stop Shop	1 <sup>st</sup> floor, Navotas City Hall Annex	loc. 504
NavotaAs Hanapbuhay Center	1 <sup>st</sup> floor, Navotas City Hall	loc. 110 livelihood@navotas.gov.ph



Office	Address	Contact Information
NavotaAs Institute	M. Naval St., Sipac-Almacen, Navotas City	loc. 700 navotas.institute@navotas.gov.ph
Navotas City Action and Command Center	4 <sup>th</sup> floor, Navotas City Hall	loc. 405, 804 action.center@navotas.gov.ph
Navotas City Disaster Risk Reduction and Management Office	4 <sup>th</sup> floor, Navotas City Hall	loc. 407 ndrrmo@navotas.gov.ph
Navotas City Hospital	M. Naval St., San Jose, Navotas City	8-374-0135 8-374-4317 8-374-3463 nch@navotas.gov.ph
Navotas Polytechnic College	Bangus St., North Bay Boulevard South - Kaunlaran, Navotas City	282-6104 npc.admin@navotas.gov.ph npc.guidance@navotas.gov.ph npc.registrar@navotas.gov.ph npc.information@navotas.gov.ph
Office of the Building Official	2 <sup>nd</sup> floor, Navotas City Hall	loc. 208, 207 lbo@navotas.gov.ph
Sangguniang Panlungsod Secretariat	3 <sup>rd</sup> floor, Navotas City Hall	loc. 307, 815 sanggunian.secretariat@navotas.gov.ph