

## LIST OF SERVICES

City Mayor's Office	13
Application for New Business Permit	14
Renewal of Business Permit	18
Retirement of Business Permit	21
Transfer of Ownership / Change Location	25
Motorized Tricycle Operators Permit – Franchise (New Application / Grantee)	29
Motorized Tricycle Operators Permit – Franchise	31
(Renewal of Franchise)	•
Motorized Tricycle Operators Permit	34
(Annual Mayor's Permit)	•
Motorized Tricycle Operators Permit	36
(Dropping of Franchise)	
Motorized Tricycle Operators Permit	38
(Substitution of Unit)	
Motorized Tricycle Operators Permit	40
(Transfer of Ownership)	
Motorized Tricycle / Trisikad Driver's Identification Card	42
Trisikad Operators Permit (TOP)	44
Occupational Permit	46
Mayor's Special Permit	48
Emergency Medical Services	54
Request for Disaster Preparedness Training/Seminar	55
Issuance of Certificate (Hazard Assessment)	57
Issuance of Certificate of Legitimate/Bonafide Beneficiary	59
Issuance of Billing Statement for Socialized Housing Projects	60
Issuance of Certification to Homeowners Association (HOA)	62
Applicants for Community Mortgage Program (CMP)	
Request for Public Service Announcement	68
Request for copies of IEC/Statements/Advisories	72
Request for Multimedia Services	74
Request for Live Broadcast of Activity	77
Request for Media Accreditation	79
Request for Photocopy of Reading Materials in the City	82
Pet Registration and Rabies Vaccination of Dogs and Cats	83
Dog Impounding Services	85
Redemption/Adoption of Impounded Dogs	87
Castration (Neutering) in Dogs and Cats	89
Issuance of Meat Inspection Certificate	91
Issuance of Review of Findings and Recommendations	94
Issuance of Certificate of Tax Exemptions	96



Issuance of Traffic Clearance Releasing of Impounded Vehicle	
City Administrator's Office	102
Application for Scholarship Program Request for Repair and Maintenance of Information Technology (IT) Equipment	103 106
Request for Software Development and Maintenance Investor Assistance Services Application for Tax Incentives Availment of Local and Overseas Employment Application for Government Internship Program (GIP Availment of Special Program for Employment of Students (SPES) Assistance to Overseas Workers Welfare Administration (OWWA) Help Desk	108 110 112 116 119 122 127
Availment for Jobstart Application for On-the-Job Training (OJT)/Work Immersion Conduct of Local/Special Recruitment Activity (LRA/SRA) Availment of Community Skills Training-Livelihood and Entrepreneurship Availment of Livelihood Loan Assistance for the Informal Sectors Request for Actual Facilitation of Lakbay Aral Facilitation of Guided Tour: City Tourist Spots and Museum Tour Application for Tatak Panabo Accreditation	129 132 135 139 141 146 148 150
Office of the Secretary to the Sanggunian	155
Request for Approved Resolutions and Ordinances Issuance of Certification of Approved Resolutions, Ordinances and other Related Legislative Documents	156 158
Issuance of Accreditation of Civil Society Organization with the City of Panabo	161
City Human Resource Management Office	162
Issuance of Clearance (Leave of thirty (30) days or more) Issuance of Clearance (Maternity Leave, and Separation from the Service)	163 167
Issuance of Certification Issuance of Service Records Certification for Loan Application	171 174 177
(Creditors excluding Land Bank of the Philippines) Certification for Loans Application (Pag-IBIG) Issuance of Certified Photocopy (from the Original Document)	180 183



Certification for Loan Application (Land Bank of the Philippines)	
City Planning and Development Office	189
Issuance of Locational Clearance for Building Permit / Area Issuance of Zoning Certification Issuance of Development Permit	190 194 197
City Civil Registrar's Office	207
Registration of Birth, Marriage and Death Certificates Application for Marriage License Out of Town Registration of Live Birth Petition for Correction of Clerical Error (CCE), Petition for Change of First Name (CFN) and Petition for Correction of Clerical Error in Sex and Day and Month of Birthdate Issuance of Certified True Copy (CTC) of Birth, Marriage and Death Certificates Request for Authenticated (PSA) Copy of Birth, Marriage, Death and CENOMAR Certificates	208 214 218 221 227 229
Registration of Court Decree/s	232 236
City General Services Office	239
Processing and Approval of Purchase Request Processing and Approval of Purchase Order Delivery, Acceptance and Inspection Withdrawal of Supplies Availment of Repair and Maintenance for Equipment and Motor Vehicle (Without Spare Part/s Needed) Services Availment of Repair and Maintenance for Equipment and Motor Vehicle (With Spare Part/s Needed) Services Application for Equipment Rental	240 242 244 245 247 248
City Budget Office	256
Request for Funding (Supplemental Budget) Issuance of Certificate of Augmentation Issuance of Certificate of Availability of Appropriations (Personal Services And Program, Project And Activities PPAs) Technical Review of Barangay Annual, Supplemental & Augmentation Budget & SK Fund Documents	257 258 260 262

Approval of Certificate on Appropriations, Funds and	266	
Obligation of Allotment (CAFOA) Approval of Purchase Request (PR) (as to availability of funds)		
City Accounting Office	271	
Issuance of Tax Certificates for Individuals and Suppliers Issuance of Certification for Remittance of Premium Contributions Verification and Approval of Clearance of Accountability & Responsibility Form	272 273 274	
Pre-Audit and Approval of Disbursement Vouchers (DVs) for Payment to Suppliers/Contractors of Goods, Services and Infrastructure Projects	276	
Pre-Audit and Approval of Disbursement Vouchers (DVs) for Limited Financial Assistance and grant of Cash Advance and Reimbursement of Travels and Trainings	285	
Liquidation of Cash Advance for Travels & Trainings	289	
Issuance of Certificate of No Claims	292	
Verified Certificate of Actual Income of Barangays	293	
City Treasurer's Office	294	
Issuance of Official Receipt for Business Tax	295	
Issuance of Community Tax Certificate (CEDULA)	297	
Issuance of Official Receipt for Real Property Tax	300	
Issuance of Official Receipt for Real Property Transfer Tax	302	
Issuance of Real Property Tax Clearance	304	
Issuance of Official Receipt for Miscellaneous Fees	306	
Issuance Of Official Receipt For Amusement Tax	308	
Issuance And Release Of Checks For Government / Private Transaction Issuance of Statement of Accounts for Real Property Tax and Business Permits (Walk-In Clients)	310 312	
Issuance of Certifications (Certification of Full Payment, Lost Receipts and other Documents)	313	
Billing and Collection of Annual Fixed Tax for Delivery Truck/Van	315	
Inspection And Collection Of Fees On Weight And Measure	317	
Registration of Books of Accounts and Receipts/Invoices	319	
Assessment For Business Permit	321	
Issuance and Release of Salaries, Allowances, Honorariums, Prizes Examination Of Books Of Accounts	323 324	
City Assessor's Office	330	
Application for Land New Assessment and Transfer	331	

Application for Building New Assessment and Transfer Application for the Land Subdivision, Segregation and Consolidation Application for Annotation and Cancellation of Mortgaged Property Application for Cancellation (Physical Change, Partial Destruction and Demolition	334 338 341 343
Application for Re-Assessment (Re-Classification) Application for Re-Assessment (Erroneous Assessment and Dispute) Issuance of Certified Photocopy of Tax Map (City, Barangay, Section) and Verification of Map, and Property Index Number (PIN)	346 350 354
Issuance of Certified True Copies of Tax Declaration and Certification Land Holdings, With Improvement, No Improvement, etc.) Application for Machinery New Assessment or Transfer	357 361
City Legal Office	364
Legal Consultation Legal Assistance Issuance of Certification of No Pending Case	365 367 369
City Health Office	371
Medical Outpatient Consultation and Treatment Services Availment of Animal Bite Treatment Issuance of Medical Certificate Issuance of Medico-Legal Certificate/Medical Certificate for Correction of Entry (SEX)	372 376 379 382
Availment of Animal Bite Treatment Issuance of Medical Certificate	376 379
Availment of Animal Bite Treatment Issuance of Medical Certificate Issuance of Medico-Legal Certificate/Medical Certificate for Correction of Entry (SEX) Issuance of Sanitary Permit, Health Card, Transfer of Cadaver Permit and Exhumation Permit Availment of Pre-Marriage Orientation and Counseling (PMOC) Availment of Laboratory Services (Complete Blood Count, Hemoglobin, Platelet Count, Hematocrit, Blood Typing,	376 379 382
Availment of Animal Bite Treatment Issuance of Medical Certificate Issuance of Medico-Legal Certificate/Medical Certificate for Correction of Entry (SEX) Issuance of Sanitary Permit, Health Card, Transfer of Cadaver Permit and Exhumation Permit Availment of Pre-Marriage Orientation and Counseling (PMOC) Availment of Laboratory Services (Complete Blood Count, Hemoglobin, Platelet Count, Hematocrit, Blood Typing, Urinalysis, Fecalysis/Stool Examination, Gram Stain, Sputum Exam Availment of Communicable Diseases Control Services (TB) Treatment Availment of Maternal Care Services Availment of Immunization Services	376 379 382 385 390 393 397 399 401 403
Availment of Animal Bite Treatment Issuance of Medical Certificate Issuance of Medico-Legal Certificate/Medical Certificate for Correction of Entry (SEX) Issuance of Sanitary Permit, Health Card, Transfer of Cadaver Permit and Exhumation Permit Availment of Pre-Marriage Orientation and Counseling (PMOC) Availment of Laboratory Services (Complete Blood Count, Hemoglobin, Platelet Count, Hematocrit, Blood Typing, Urinalysis, Fecalysis/Stool Examination, Gram Stain, Sputum Exam Availment of Communicable Diseases Control Services (TB) Treatment Availment of Maternal Care Services Availment of Immunization Services Availment of Family Planning Services Availment of Dental Services Issuance of Dental Certificate (Employment and School Requirements) Issuance of Pink Card Availment of Smear Services	376 379 382 385 390 393 397 399 401 403 405 408 411 413
Availment of Animal Bite Treatment Issuance of Medical Certificate Issuance of Medico-Legal Certificate/Medical Certificate for Correction of Entry (SEX) Issuance of Sanitary Permit, Health Card, Transfer of Cadaver Permit and Exhumation Permit Availment of Pre-Marriage Orientation and Counseling (PMOC) Availment of Laboratory Services (Complete Blood Count, Hemoglobin, Platelet Count, Hematocrit, Blood Typing, Urinalysis, Fecalysis/Stool Examination, Gram Stain, Sputum Exam Availment of Communicable Diseases Control Services (TB) Treatment Availment of Maternal Care Services Availment of Immunization Services Availment of Family Planning Services Issuancec of Dental Certificate (Employment and School Requirements) Issuance of Pink Card	376 379 382 385 390 393 397 399 401 403 405 408 411



## Availment of Family Planning Services at the Safe Birthing Facility

City Social Welfare and Development Office	438
Issuance of Senior Citizens ID	439
Issuance of Senior Citizens Purchase Booklet	440
Availment of Financial and Medical Assistance	441
Availment of Shelter Assistance	444
Availment of Paupers Burial	447
Availment of Senior Citizens Burial Assistance	449
	452
Issuance of PWD ID	457
Issuance of Person with Disability Purchase	456
Application for Solo Parent Membership and ID	457
Application for Travel Clearance for Minors Travelling Locally	460
Availment of Day Care Services	462
Provision of Limited Financial Assistance, for Individuals	
Admitted to Private Hospitals within Panabo City	463
City Agriculture's Office	466
Issuance of Certification for Fruits Seedlings/ Ornamental Plants/ Crop/ Agri-products	467
Availment of Tissue Cultured Banana Seedlings	469
Availment of Livestock Dispersal Program (Small/Large Animals)	472
Availment of Natural Heat Artificial Insemination on Swine	474
Availment of Natural Heat Artificial Insemination on Livestock (Small/Large Animals)	476
Availment of Estrous Synchronization/Pregnancy Diagnosis (Small/Large Animals)	478
Issuance of Permit to Operate for Marine Fish Cage Operation (New Application)	480
Issuance of Permit to Operate for Marine Fish Cage Operation (Renewal)	488
Issuance of Permit for Fishing Boat and Registration of Motorized and Non-Motorized Boat	492
Issuance of Fishers License and Fish Worker Identification Card (I.D.)	495
Availment of Fingerlings (Free Dispersal)	498
Availment of Fingerlings (For Sale)	500
Availment of Coconut /Assorted Fruit Seedlings, Vegetables Seeds, Fertilizer and Corn Seed Exchange Program	503
Availment of Farm Tractor Rentals	505

City Environment and Natural Resources Office	508
Certification for Business Permit and Dumping Permit Settlement of Citation Tickets (City Ordinance No. 28-05) Barangay Garbage Collection Services Community Greening/Clean-up Services	509 513 516 517
Information, Education and Capability Training Service Access to Controlled Dumpsite and Composting Facility Issuance of Sand and Gravel/Earthfill Extraction Permit Mayor's Certification of Posting	518 519 522
Issuance of Sand and Gravel/Earthfill Extraction Permit Mayor's Certification of No Objection	525
Wastes Disposal at Sanitary Landfill Facility (SLF)	529
City Engineering Office	531
Issuance of Building, Electrical, Sanitary/Plumbing, Mechanical, Architectural and Structural Permit	532
Issuance of Occupancy Permit	536
City Economic Enterprise Management and Development Office	540
Fish Scaling Services Payment of Toll Fees Slaughtering Services of Livestock Payment of Stall Rental and Other Market Fees Issuance of Market Clearance Issuance of Market Certification Application for Stall Transfer of Rights (Transferor) Application of New Stall Rights (Transferee) Application for New and Renewal of Contract of Lease Application for Pre-Need Plans for Lawn Lots/Family Estate Application for Certification for Bone Transfer to Another Cemetery Availment of Interment Services (Lawn Lots, Coffin Crypt and Bone Crypt)	541 544 546 549 551 553 555 557 559 562 565 567
Feedback and Complaints Mechanism	573
List of Offices	574



## **List of Offices**

Office	Address	Contact Information
City Mayor's Office	3F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-2179
City Administrator's Office	3F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-7320
Sangguniang Panlungsod	Sangguniang Panlungsod Bldg, Government Center, JP Laurel, Panabo City, 8105 DdN	+63 84 822-5061
City Human Resource Management Office	2F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-2441
City Planning and Development Office	2F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 823-4600
City Civil Registrar's Office	1F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-7281
City General Services Office	3F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 823-4914
City Budget Office	2F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 628-5185
City Accounting Office	2F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 822-5590
City Treasurer's Office	1F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-7158
City Assessor's Office	1F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-2101
City Legal Office	2F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-7322
City Health Office	City Health Office, New Pandan, Panabo City, 8105 DdN	+63 84 823-4243
City Social Welfare and Development Office	1F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-7455
City Agriculture's Office	2F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-7455
City Environment and Natural Resources Office	2F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-5113
City Engineer's Office	1F New City Hall, JP Laurel, Panabo City, 8105 DdN	+63 84 822-2234
City Economic Enterprise Management and Development Office	2F IBJT, National Highway, New Pandan, Panabo City, 8105 DdN	+63 84 822 4116