

PART III – ECONOMIC AND RELATED SERVICES

BUSINESS AND INVESTMENT

APPLYING/RENEWING A BUSINESS PERMIT

☑ ABOUT THE SERVICE

All enterprises are required to secure a Business License and Mayor's Permit, and pay business taxes and other regulatory fees before the start of commercial operations.

The application forms, together with the list of requirements, are now ready in the Licensing Office so to provide business owners and operators with ample time to prepare the necessary requirements to avoid penalties and/or surcharges for delayed transactions. For inquiries, please contact the Licensing Office through Telefax (036) 2888748 (Mainland) and (036) 2882258 (Boracay Island).

☑ REQUIREMENT(S)

NEW	RENEWAL
<ul style="list-style-type: none"> ● Capital Investment (Notarized) ● Barangay Clearance on Business ● Zoning Clearance ● Occupancy Permit / Clearance ● PESO Certification ● Sanitary Permit from MHO ● Photocopies of SEC / CDA / SSS / DTI / BIR / PAG-IBIG 	<ul style="list-style-type: none"> ● Barangay Clearance on Business ● Zoning Clearance ● Occupancy Clearance ● PESO Certification ● Sanitary Permit from MHO ● Photocopy of BIR Annual Registration ● Previous Year's Mayor's Permit

<p>Registration (if cooperative, corporation, partnership & sole proprietorship)</p> <ul style="list-style-type: none"> ● Certificate of Tax Exemption (if business is tax exempt) ● Corporate Tax (for Corporation) ● PHILHEALTH Certificate of Registration ● Real Property Tax Clearance / Official Receipt for the Current Year ● Contract of Lease ● Bureau of Fire Protection Clearance ● Association Endorsement ● Bangko Sentral ng Pilipinas (BSP) registration certificate (for pawnshops, lending investor, foreign exchange dealer, money changer, remittance agent) 	<ul style="list-style-type: none"> ● Gross Sales-Preceding Year (certified by the President and Treasurer, if corporation, and by the owner, if single proprietorship/Notarized) ● Copies of previous Official Receipt showing annual or quarterly payments ● Corporate Tax (for Corporation) ● PHILHEALTH Certificate of Good Payment Standing ● Real Property Tax Clearance / Official Receipt for the Current Year ● Contract of Lease ● Association Endorsement (for businesses requiring association endorsement only) ● SSS Clearance ● PAG-IBIG Clearance ● Fire Safety Inspection Certificate
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☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Submission of Application Form.</p> <p>Submit filled up Application</p>	<p>10 minutes</p>	<p><u>BORACAY-MMAC</u></p> <p>RADEL G. MORENO Administrative Aide</p>

<p>Form, along with all requirements for verification and signature.</p>		<p>ADDY S. DE VICENTE License Inspector II</p> <p><u>MAIN</u></p> <p>ARIS O. QUINTIN Administrative Aide II</p> <p>EDGAR C. CAHILIG License Inspector II</p> <p>JEN F. SALSONA Licensing Officer III</p>
<p>2. Assessment and Payment of Taxes, Fees and Other Charges</p>	<p>20 minutes</p>	<p>Any Assessment Clerk and Revenue Collector assigned at the counter</p>
<p>3. Printing, signing, recording and releasing of Mayor’s/Business Permit and issuance of Business Plate/Sticker</p> <p>Release of the following: a. Mayor’s Permit b. Business Plate (New Applicants) or Sticker (Old Applicants)</p>	<p>30 minutes</p>	<p><u>BORACAY-MMAC</u></p> <p>CHILEN M. MONTERO MARIFI C. MORGA Administrative Aide</p> <p><u>MAIN</u></p> <p>ARIS O. QUINTIN Administrative Aide II</p>

ASSESSING AND PAYING BUSINESS PERMIT

☑ TAXES AND FEES

Business Permit Fees are based on the Revised Municipal Revenue Code of Malay, Aklan (Mun. Ord. No. 279 s. 2009).

☑ REQUIREMENT(S)

- Duly accomplished Application Form signed by the Licensing Officer

HOW TO AVAIL OF THE SERVICE

PROCEDURES	BUSINESS & LICENSE SECTION	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Assessment and Verification</p>	<p>Verify clients / applicants records if delinquent or not.</p> <p>Assess taxes, fees and other charges with clients’ option to pay on Annual, Semi-Annual or Quarterly basis.</p> <p>Review/verify assessed application, affix signature and advise clients to proceed to billing counter for payment of bills appearing in the print-out.</p>	<p>10 minutes</p>	<p>MARIALUZ G. SARCENO Administrative Assistant (Main)</p> <p>EVALINDA M. PELAYO Revenue Collection Clerk I (MMAC)</p> <p>NIZA C. QUINTO Revenue Collection Clerk I (MMAC)</p> <p>ALICIA N. MANLABAO Local Revenue Collection Officer I</p>
<p>2. Proceed to Billing/Payment Counter</p>	<p>Issue Official Receipts</p>	<p>5 minutes</p>	<p>ELCID B. AGUSTIN Revenue Collection Clerk II (Mainland)</p> <p>RETCHIE S. GUERRA Revenue Collection Clerk I (Mainland)</p> <p>KAREEN M. TAUNAN Revenue Collection Clerk I (Main)</p> <p>TEODY D. BELEJERDO Revenue Collection Clerk I (MMAC)</p>

	Forward assessed and paid business permit applications to the Municipal Treasurer for signature and approval.		<p><i>or to any assigned revenue collector at the counter</i></p> <p>DEDIOSA C. DIOSO Municipal Treasurer</p> <p>WILMA O. PRADO Local Treasury Operations Officer II (Alternate signatory)</p>
3. Proceed to the Office of the Mayor - Permits & Licensing Section	Forward/submit signed applications to the Licensing Office for issuance of Mayor’s Permit	5 minutes	<i>Any of the Assessment Clerks (optional) or to be hand-carried by clients</i>

PAYING REAL PROPERTY TAXES

☑ ABOUT THE SERVICE

OWNERS of land and buildings have to pay real property taxes annually. Taxes are percentages of the property’s taxable value.

Real Property tax payments are made at the Land Tax Division of the Municipal Treasurer’s Office. Taxpayers may choose to pay on an annual or quarterly basis. Discounts are given to those who pay in advance.

☑ REQUIREMENTS

- Copy of latest Real Property Tax Declaration
- Photocopy of latest Real Property Tax payments/Official Receipt (Optional)

☑ FEE(S)

- Real Property Tax Clearance P100.00
- Certification Fee P100.00

HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Payment of Real Property Tax</p> <p>Proceed to Land Tax Section or to the assigned Collector at the counter and ask for Statement of Accounts (SOA) and provide the requirements stated above</p>	<p>3 minutes per tax declaration</p>	<p>FELIPE P. DELOS REYES Revenue Collection Clerk III (Mainland)</p> <p>CLEMIE C. ANDRADE Revenue Collection Clerk III (Mainland)</p> <p>NIZA C. QUINTO Revenue Collection Clerk I (MMAC)</p> <p>BELMA C. RECTRA Administrative Assistant I (Mainland)</p>
<p>2. Verification</p> <p>Assessment Clerk verifies the correctness of the SOA to the Real Property Tax Account Register (RPTAR)</p>	<p>5 minutes per declaration</p>	<p>CERELA A. PRADO Administrative Aide IV</p> <p>BELMA C. RECTRA Administrative Assistant I</p>
<p>3. Assessment / Payment / Release of Official Receipt</p> <p>Revenue Collection Clerk assess with the client's option to pay Annually, Semi-Annually, or Quarterly basis and advise the client to pay the tax dues.</p>	<p>5 minutes per tax declaration</p>	<p>Any Revenue Collection Clerk assigned at the counter</p>

PAYING TRANSFER TAXES

☑ ABOUT THE SERVICE

TRANSFER TAXES are paid for transactions involving transfer of ownership of real property.

The tax should be paid within 60 days from the date of execution of the deed as regards sales, barter, donation or any mode of transferring ownership or from the date of the decedent’s death, in case of transfer by succession. Penalties and interests are imposed after the lapse of the 60-day period.

☑ REQUIREMENTS

- Copy of latest Real Property Tax Declaration
- Deed of Sale, Donation, Exchange, Judicial/Extra Judicial Settlement, Affidavit of Consolidation or any applicable document proving transfer of property ownership

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Payment and Release of Receipt</p>	<p>5 minutes</p>	<p>KAREEN M. TAUNAN Revenue Coll. Clerk I (Main)</p> <p style="text-align: center;">TEODY D. BELEJERDO Revenue Coll. Clerk I (MMAC)</p> <p>ELCID B. AGUSTIN Revenue Coll. Clerk II (Main)</p> <p>RETCHIE S. GUERRA Revenue Coll. Clerk I (Main)</p>

		<i>or any assigned Revenue Collector at the counter</i>
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RETIRING A BUSINESS LICENSE

☑ ABOUT THE SERVICE

BUSINESS ESTABLISHMENTS that have closed or ceased to exist, or whose ownership has changed, must file with the Office of the Mayor, through the Licensing Unit, an application for retirement of business.

This should be done to update the municipal government’s records and to avoid accumulation of defaulted tax obligations and penalties.

☑ REQUIREMENT(S)

- Duly filled-up Application for Business Retirement
- Barangay Certification regarding cessation of business
- Previous permit or license including Business Plate (to be surrendered)
- Gross Sales

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of duly filled-up Application for Business Retirement along with all the requirements.	5 minutes	<p><u>BORACAY-MMAC</u></p> <p>CHILEN M. MONTERO MARIFI C. MORGA Administrative Aide</p> <p><u>MAIN</u></p> <p>ARIS O. QUINTIN Administrative Aide II</p>

<p>2. Conduct of Ocular Inspection</p>	<p>2 hours</p>	<p><u>BORACAY-MMAC</u></p> <p>RADEL G. MORENO Administrative Assistant</p> <p>ADDY S. DE VICENTE License Inspector II</p> <p><u>MAIN</u></p> <p>EDGAR C. CAHILIG License Inspector II</p>
<p>3. Assessment of Payment of taxes due</p>	<p>20 minutes</p>	<p><i>Any Assessment Clerk and Revenue Collector assigned at the counter</i></p>
<p>4. Printing, signing, recording, and releasing / issuance of Business Retirement Certification</p>	<p>10 minutes</p>	<p><u>BORACAY-MMAC</u></p> <p>ADDY S. DE VICENTE License Inspector II</p> <p><u>MAIN</u></p> <p>JEN F. SALSONA Licensing Officer III</p>

PAYMENT OF OTHER LOCAL TAXES, FEES, AND CHARGES

☑ ABOUT THE SERVICE

Payments for Special Permits, Annual Registration on Transport Services, Sanitary Certificate fees and other health laboratory fees, Inspection fees, Environmental & Terminal fees, violations and penalties, other fees and dues (e.g. Clearances, Certifications, Zoning and Occupancy Permits, Contractor’s Tax, Registration of Ownership of large Cattle, etc.).

REQUIREMENT(S)

- For Community Tax Certificate (CTC):
 - Duly filled-up CTC Information Slip
- For registration of ownership of large cattle:
 - Barangay Certification
 - Municipal Agriculture Certification
 - Accountable Form No. 53
- For certificate and record of transfer of large cattle:
 - Accountable Form No. 53
 - Municipal Form No. 28A
- Assessment Bills / Order of Payment

HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Taxpayers with assessment bills from concerned offices pay the required dues to the assigned collector at the payment counter, official receipts are issued.</p> <p>Advise client to return back to concerned office which required the payments.</p>	<p>5 minutes</p>	<p>KAREEN M. TAUNAN Revenue Coll. Clerk I (MMAC)</p> <p>TEODY D. BELEJERDO Revenue Collection Clerk I (MMAC)</p> <p>ELCID B. AGUSTIN Revenue Collection Clerk II (Main)</p> <p>RETCHIE S. GUERRA Revenue Collection Clerk I (Main)</p> <p>DOLITA C. TUMAOB Revenue Collection Clerk I (MHO-MAIN)</p> <p>ROSALIE O. YETYET Revenue Collection Clerk II (MHO-ANNEX)</p>

		<p style="text-align: center;">JO ANN C. SALIBIO Revenue Collection Clerk II (JETTY PORT / TABON PORT)</p> <p style="text-align: center;">NOEL RANOCO Administrative Assistant - TREU (Boracay)</p> <p style="text-align: center;">RANGEL MAMING Administrative Aide (Caticlan, Cargo)</p> <p style="text-align: center;"><i>or any assigned Revenue Collector at the counter</i></p>
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SECURING OF FIRE ENDORSEMENT FOR BUILDING PERMIT

☑ ABOUT THE SERVICE

In order to obtain fire endorsement for building permit, the applicant shall file an application therefore, in writing, with the Office of the Building Official.

☑ REQUIREMENT(S)

1. Certificate of Zoning Compliance
2. Five (5) sets of plans and specifications accompanied by duly accomplished Building Permit Forms, signed and sealed
3. Four (4) copies of Bill of Materials & Estimates
4. Two (2) Photocopies of Tax Declaration/TCT
5. Two (2) Photocopies Deed of Sale, Lease Contract, Consent of lot owner, duly notarized
6. Two (2) Photocopies of Current Tax Receipt
7. Barangay Clearance
8. Photocopy of Professional Tax Receipt and Professional Regulation Commission license of Architect, Civil, Electrical, Sanitary and Mechanical Engineers
9. 1 set of plans submitted to BRTF Technical Team Office pursuant to Memorandum Circular No. 47 s. 2013, Office of the President for evaluation

- 10. Proof of Application of Environmental Compliance Certificate or Certificate of Non-Coverage (ECC or CNC), or amended ECC or CNC and copy of pre-assessment EIS
- 11. MDGRC Endorsement for New and As-Built Application
- 12. For As-built applications, proof of payment of penalties and joint affidavit of two (2) neighbors plus Certification from the Barangay

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit the application for review and evaluation.	1 hour - simple structure 3 days - complex structure (including post-inspection findings and inputs)	<p>FRAYNE A. SIM Building Inspector</p> <p>BONIFACIO PRADO Engineering Assistant</p> <p>ENGR. KENNETH CALABIG Engineer I</p> <p>ENGR. LYLINE VILLANUEVA Engineer I</p>
2. Conduct site inspection	1 day	<p>FRAYNE A. SIM Building Inspector</p> <p>BONIFACIO PRADO Engineering Assistant</p> <p>ENGR. KENNETH CALABIG Engineer I</p> <p>ENGR. LYLINE VILLANUEVA Engineer I</p>

		ENGR. AZOR GELITO Engineer I
3. Prepare endorsement. Client forwards the application to the Bureau of Fire Protection.	30 minutes	FRAYNE A. SIM Building Inspector BONIFACIO PRADO Engineering Assistant ENGR. KENNETH CALABIG Engineer I ENGR. LYLINE VILLANUEVA Engineer I ENGR. AZOR GELITO Engineer I

ISSUANCE OF BUILDING PERMIT

☑ ABOUT THE SERVICE

One of the services being rendered by the Office of the Municipal Building Official is the issuance of Building Permit.

In order to obtain the permit, the applicant shall file an application therefor in writing with the Office of the Building Official.

☑ REQUIREMENT(S)

- Fire Evaluation Report
- BRTF Certificate of Compliance (25+5 for beachfront projects and Preliminary Compliance for all start-up or new constructions including additions and expansions for non-occupancy permit holders) or Addendum Certificate for previously issued compliance certificates opting for changes or amendments in plans.
- ECC or CNC or amended ECC or CNC, when applicable
- Special Land Use Permit or FLAGt for forest lands or wetlands.

- Other clearances for critical projects (ECC-DENR; DOH for hospitals; DOE for gasoline stations, etc.) pursuant to Sec. 302 of the National Building Code (P.D. 1096)
- Undertaking and Certificate of Compliance for Non-Conforming Structures from Zoning Administrator for Projects with non-conforming portions in their projects plus Proof of Payment of development fees pursuant to Sections 74, 75 of Municipal Ordinance No. 337 Series of 2014.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Receive Application and Compute fees	25 minutes - simple structure 1 day - complex structure (including post-inspection findings and inputs)	FRAYNE A. SIM Building Inspector BONIFACIO PRADO Engineering Assistant ENGR. KENNETH CALABIG Engineer I ENGR. LYLINE VILLANUEVA Engineer I
2. Payment of fees with Order of Payment	5 minutes	DEDIOSA C. DIOSO Municipal Treasurer any Revenue Collector at the counter
3. Prepare Building Permit documents	30 minutes	FRAYNE A. SIM Building Inspector BONIFACIO PRADO Engineering Assistant ENGR. LYLINE VILLANUEVA Engineer I (MMAC)
4. Approves the Building Permit	10 minutes	ENGR. ARNOLD SOLANO Engineer IV - OIC (Main) ENGR. AZOR GELITO Engineer I (MMAC)

5. Record and release the Building Permit	15 minutes	<p>FRAYNE A. SIM Building Inspector</p> <p>BONIFACIO PRADO Engineering Assistant</p> <p>ENGR. LYLINE VILLANUEVA Engineer I (MMAC)</p>
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SECURING ENDORSEMENT (FIRE SAFETY INSPECTION CERTIFICATE) FOR OCCUPANCY PERMIT

☑ ABOUT THE SERVICE

One of the services being rendered by the Office of the Municipal Building Official is the issuance of Occupancy Permit.

☑ REQUIREMENT(S)

1. Completion Certificate duly signed and sealed by in-charged of construction and/or installation:
 Building (Licensed Architect/Civil Engineer)
 Sanitary (Licensed Sanitary Engineer or Master Plumber)
 Electrical P.E.E or M.E. (licensed)
2. Construction Log Book (duly signed by a Licensed Architect/Civil Engineer)
3. ECC or CNC or amended ECC or CNC, when applicable

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Receive and evaluate the application	30 minutes	<p>FRAYNE A. SIM Building Inspector (MAIN)</p> <p>ENGR. KENNETH CALABIG Engineer I (MMAC)</p>

		ENGR. LYLINE VILLANUEVA Engineer I (MMAC)
2. Prepare and release endorsement to client Client forwards documents to BFP for final inspection.	1 hour	FRAYNE A. SIM Building Inspector ENGR. KENNETH CALABIG Engineer I ENGR. LYLINE VILLANUEVA Engineer I ENGR. AZOR GELITO Engineer I

ISSUANCE OF OCCUPANCY PERMIT

☑ ABOUT THE SERVICE

One of the services being rendered by the Office of the Municipal Building Official is the issuance of Occupancy Permit.

☑ REQUIREMENT(S)

- Fire Safety Inspection Certificate
- BRTF Secondary or Final Certificate of Compliance

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Conduct final inspection	1 day	FRAYNE A. SIM Building Inspector BONIFACIO PRADO Engineering Assistant ENGR. KENNETH CALABIG Engineer I ENGR. LYLINE VILLANUEVA Engineer I

		<p>ENGR. AZOR GELITO Engineer I</p>
2. Compute fees	30 minutes	<p>FRAYNE A. SIM Building Inspector</p> <p>BONIFACIO PRADO Engineering Assistant</p> <p>ENGR. KENNETH CALABIG Engineer I</p> <p>ENGR. LYLINE VILLANUEVA Engineer I</p>
3. Payment of fees	5 minutes	<p>DEDIOSA C. DIOSO Municipal Treasurer</p> <p><i>Or any Revenue Collector at the counter</i></p>
4. Prepare the Occupancy Permit	20 minutes	<p>FRAYNE A. SIM Building Inspector</p> <p>ENGR. LYLINE VILLANUEVA Engineer I</p>
5. Approval of Occupancy Permit	10 minutes	<p>ENGR. ARNOLD SOLANO Engineer IV - OIC (MAIN)</p> <p>ENGR. AZOR GELITO Engineer I (MMAC)</p>
6. Record and release the Occupancy Permit	15 minutes	<p>FRAYNE A. SIM Building Inspector</p> <p>IRENE A. CAHILIG Administrative Aide VI</p> <p>ENGR. LYLINE VILLANUEVA Engineer I</p>

SECURING LOCATIONAL CLEARANCE

☑ ABOUT THE SERVICE

LOCATIONAL CLEARANCE is requested for record and reference purposes.

The Comprehensive Land Use Plan (CLUP) of the Municipality of Malay was last updated during the year 2000.

☑ REQUIREMENT(S)

- 3 copies of duly notarized application form
- 2 copies of Sketch Plan of the lot
- 2 sets of Right over land – may include any two of the following documents, to wit:
 - Title/Tax Declaration
 - Deed of Absolute Sale
 - Deed of Donation
 - Contract of Lease

☑ FEE(S)

- P/100.00

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1.Receive and Evaluate</p> <p>Evaluate completeness of requirements.</p>	15 minutes	<p>RENATO A. CASIDSID Draftsman III/Zoning Inspector</p> <p>JOAN MALICSE Zoning Evaluation Officer Designate</p>
<p>2.Conduct Ocular Inspection/Reporting</p> <p>MPDO Staff does inspection of the site.</p>	1 day	<p>RENATO A. CASIDSID Draftsman III/Zoning Inspector</p> <p>JOAN MALICSE Zoning Evaluation Officer Designate</p>

<p>3.Payment of Fees</p>	<p>5 minutes</p>	<p><i>any Revenue Collector assigned at the counter (MAIN / MMAC)</i></p>
<p>4.Prepare Locational Clearance</p> <p>MPDO Staff prepares Locational Clearance.</p>	<p>10 minutes</p>	<p>SUCHERRIE A. QUIPAO Project Development Assistant (MAIN)</p> <p>CHRISTOPHER SACAPAÑO Administrative Assistant (MMAC)</p>
<p>5.Approval of Locational Clearance</p> <p>Officer-in-charge secures the signature of the Zoning Administrator.</p>	<p>5 minutes</p>	<p>ALMA S. BELEJERDO Municipal Planning and Development Coordinator / Zoning Administrator</p>
<p>6.Release</p> <p>Officer-in-charge releases Locational Clearance. Have the clients signed the logbook after receiving the document(s).</p>	<p>5 minutes</p>	<p>SUCHERRIE A. QUIPAO Project Development Assistant (MAIN)</p> <p>CHRISTOPHER SACAPAÑO Administrative Assistant (MMAC)</p>

SECURING ZONING DECISION

☑ABOUT THE SERVICE

Zoning Decision is requested for record and reference purposes.

The Municipal Land Use Plan (CLUP) was last updated during the year 2013.

☑REQUIREMENT(S)

- Barangay Clearance/Endorsement
- Official receipts for Zoning Fee
- Sketch Plan of the lot signed by adjoining owners

- Building Plans with Site Development Plan with Technical Description (drawn to scale) and Vicinity Map – 5 sets
- Bill of Materials (estimated cost of project) duly certified by a License Engineer – 2 copies
- MDGRC Endorsement (with sub-procedures)

☑ FEES

- Zoning Fee : 1/15 of 1% of the project cost *(based on HLURB Guidelines)

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1.Receive and Evaluate</p> <p>Officer-in-Charge evaluates the completeness of the submitted documents.</p>	<p>15 minutes</p>	<p>SUCHERRIE QUIPAO Project Development Assistant (MAIN)</p> <p>HAROLD TALAGA Administrative Aide (MMAC)</p> <p>CHRISTOPHER SACAPAÑO Administrative Assistant (MMAC)</p>
<p>2.Assessment of Fees</p>	<p>1 day</p>	<p>SUCHERRIE QUIPAO Project Development Assistant (MAIN)</p> <p>CHRISTOPHER SACAPAÑO Administrative Assistant (MMAC)</p>
<p>3. Payment of Fees</p> <p>Proceed to the Municipal Treasurer’s Office; pay the requisite fees; and secure an Official Receipt.</p>	<p>5 minutes</p>	<p><i>any assigned Revenue Collector at the counter</i> (MAIN/MMAC)</p>

<p>4.Prepare Zoning Decision</p> <p>MPDO Staff prepares, processes and records Zoning Decision.</p>	<p>10 minutes</p>	<p>SUCHERRIE A. QUIPAO Project Development Assistant</p> <p>CHRISTOPHER SACAPAÑO Administrative Assistant (MMAC)</p>
<p>5.Approval of Zoning Decision</p> <p>Officer-in-charge secures the signature of the Zoning Administrator.</p>	<p>5 minutes</p>	<p>ALMA S. BELEJERDO Municipal Planning and Development Coordinator / Zoning Administrator</p>
<p>6.Release</p> <p>Officer-in-charge releases Zoning Decision. Have the clients signed the logbook after receiving the document(s).</p>	<p>5 minutes</p>	<p>SUCHERRIE A. QUIPAO Project Development Assistant</p> <p>CHRISTOPHER SACAPAÑO Administrative Assistant (MMAC)</p>

SECURING ZONING CLEARANCE FOR BUSINESS OPERATION

☑ ABOUT THE SERVICE

ENTERPRISES are required to secure a Zoning Clearance upon application for Business Permit to ensure that the enterprise is allowed in the chosen location as per the Municipal Land Use Plan (CLUP) and other relevant zoning and land use ordinances.

☑ REQUIREMENT(S)

- Barangay Clearance
- Building Permit
- Contract of Lease

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Review Documents</p>	<p>2 minutes</p>	<p>SUCHERRIE A. QUIPAO Project Development Assistant (Main)</p> <p>HAROLD TALAGA Administrative Aide (MMAC)</p>
<p>2. Check Business Location</p> <p>Zoning official checks whether the location of the business conforms with the existing land use plan and other relevant zoning and land use ordinances</p>	<p>5 minutes</p>	<p>JOAN MALICSE Engineering Assistant (Main)</p> <p>CHRISTOPHER SACAPAÑO Administrative Assistant (MMAC)</p>
<p>3. Site Inspection (optional)</p> <p>If site inspection is required, frontline officer refers the same to the Zoning Administrator, zoning official or their authorized representative. Inspection is usually required for new enterprises.</p>	<p>1 day</p>	<p>RENATO CASIDSID Draftsman III / Zoning Inspector (MMAC)</p> <p>JOAN MALICSE Engineering Assistant (Main)</p>
<p>4. Approval</p> <p>The Zoning Administrator or her authorized representative approves the clearance; and signs the Business License Application Form.</p>	<p>5 minutes</p>	<p>ALMA S. BELEJERDO Municipal Planning and Development Coordinator / Zoning Administrator</p>
<p>5. Release</p> <p>Staff releases the approved Zoning Clearance, with transaction properly recorded in the logbook.</p>	<p>5 minutes</p>	<p>SUCHERRIE A. QUIPAO Project Development Assistant (Main)</p> <p>HAROLD TALAGA Administrative Aide (MMAC)</p>

INFRASTRUCTURE

REQUESTING THE PREPARATION OF PLANS AND PROGRAMS OF WORK

☑ ABOUT THE SERVICE

One of the services being rendered by the Municipal Engineer’s Office, specifically the Construction Section, is the preparation of Plans and Programs of Work as requested by barangay officials, private concerned citizens, and other offices and departments of the city government.

These usually are regarding repair and construction of:

- Drainage Systems
- Road Networks
- Public and Government Buildings
- Other Infrastructure Projects

These services are being provided to guide constituents in the implementation of the proposed project especially regarding plans, specifications and costs.

☑ REQUIREMENT(S)

- Letter Request specifying the service needed

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE You	PLEASE APPROACH
<p>1. Submit Request</p> <p>Submit request to the personnel-in-charge. Staff receives and records the request in a logbook and submits the same to the Municipal Engineer.</p>	<p>3 minutes</p>	<p>IRENE A. CAHILIG administrative Aide VI</p> <p>FLONELYN T. DIMACISIL Administrative Aide</p>

<p>2. Evaluate and Assess</p> <p>Municipal Engineer evaluates and assesses the request.</p>	<p>3 minutes</p>	<p>ARNOLD I. SOLANO Municipal Engineer, OIC</p>
<p>3. Site Inspection and Investigation</p> <p>Construction Engineer talks to persons and barangay officials concerned on-site.</p> <p>Engineer proceeds to survey work, if survey is needed.</p>	<p>2 hours</p> <p>8 hours</p>	<p>LUMEL P. TAUNAN Draftsman I</p> <p>BONIFACIO C. PRADO Engineering Assistant</p> <p>JOSEPH DEAN S. ONG Engineering Aide</p> <p>RICKY T. BIGUEJA Project Development Officer II</p>
<p>4. Prepare Plans</p> <p>Construction Engineer prepares detailed plans.</p>	<p>5 days</p>	
<p>5. Prepare Program of Works</p> <p>Staff prepares the Bill of Materials</p>	<p>3 days</p>	<p>LUMEL P. TAUNAN Draftsman</p> <p>BONIFACIO C. PRADO Engineering Assistant</p> <p>JOSEPH DEAN S. ONG Engineering Aide</p> <p>RICKY T. BIGUEJA Project Development Officer II</p>
<p>6. Review</p> <p>Municipal Engineer reviews the plans and program of work.</p> <p>Forward to Budget Office for appropriation availability.</p> <p>Forward to Treasurer's Office for funds availability.</p>	<p>30 minutes</p>	<p>ARNOLD I. SOLANO Municipal Engineer, OIC</p>

<p>7. Approval</p> <p>Municipal Mayor approves the programs of work.</p>	<p>10 minutes</p>	
<p>8. Forward to Engineering Office for recording and submission to BAC for procurement.</p>	<p>5 minutes</p>	

AGRICULTURE

**APPLYING FOR CERTIFICATE OF NUMBERS (CN)
FOR FISHING VESSELS**

☑ABOUT THE SERVICE

As stated in Municipal Ordinance No. 260, all municipal fishing vessels shall acquire Certificate of Numbers through the Office of the Municipal Agriculture for purposes of establishing the identity and ownership of vessels and for maritime safety, monitoring, and regulation.

☑REQUIREMENT(S)

MOTORIZED FISHING VESSELS

- Certificate of Fisher Registration (CFR)
- Letter of Endorsement from the Barangay Fisheries and Aquatic Resources Management Council where the vessel’s homeport (Barangay) is
- Barangay Clearance
- Pictures of the fishing vessels with the applicant*
- Duly accomplished Municipal Fishing Vessel Registration Form (MFVR Form)
- Certified Standard Admeasurement Form filled up by the Admeasurement Officer

* Photos shall be taken by the Office of the Municipal Agriculture.

NON-MOTORIZED FISHING VESSELS

- Certificate of Fisher Registration (CFR)
- Letter of Endorsement from the Barangay Fisheries and Aquatic Resources Management Council where the vessel's homeport (Barangay) is
- Barangay Clearance
- Pictures of the fishing vessels with the applicant
- Duly accomplished Municipal Fishing Vessel Registration Form (MFVR Form)

** Photos shall be taken by the Office of the Municipal Agriculture.*

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Check requirements	10 minutes	REYMARK A. SINEL Aquaculturist II
2. Interview the fisherfolks and fill up the MFVR Form	10 minutes	REYMARK A. SINEL Aquaculturist II
3. Actual inspection and measuring of fishing vessel/s and taking of photos	8 hours	BANTAY DAGAT PERSONNEL
4. Payment of fees	5 minutes	Any Revenue Collection Clerk assigned at the Counter
5. Present receipt and print Certificate of Number (CN)	20 minutes	REYMARK A. SINEL Aquaculturist II
6. Signing of CN	5 minutes	DENRIC AUGUSTUS A. SADIASA Municipal Agriculturist
7. Releasing of CN	5 minutes	REYMARK A. SINEL Aquaculturist II

Note: For renewal of Certificate of Numbers, applicants should also present the old Certificate of Numbers in addition to their requirements.

APPLYING FOR CERTIFICATE OF FISHER REGISTRATION (CFR)

☑ ABOUT THE SERVICE

As clearly stated in the Municipal Ordinance No. 260, all qualified fisherfolks shall be registered with the Municipality through the Office of the Municipal Agriculture and shall be issued a Certificate of Fisher Registration (CFR).

☑ QUALIFICATION/ELIGIBILITY

- A citizen of the Philippines
- Must be directly or personally and physically engaged in the taking of fishery and/or aquatic resources from the wild state or habitat with or without the use of fishing vessels of three (3) gross tons or below
- A resident of the municipality for at least six (6) months
- At least eighteen (18) years of age

☑ REQUIREMENT(S)

- Duly accomplished Municipal Fisherfolk Registration Form
- Barangay Clearance
- Endorsement from the Barangay Fisheries and Aquatic Resource Management Council

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Check requirements	5 minutes	REYMARK A. SIÑEL Aquaculturist II
2. Assist fisherfolk in filling up the Municipal Fisherfolk Registration Form	10 minutes	REYMARK A. SIÑEL Aquaculturist II
3. Payment of fees	5 minutes	Any Revenue Collection Clerk assigned at the Counter

4. Present receipt, take photos of fisherfolk and print CFR*	20 minutes	REYMARK A. SIÑEL Aquaculturist II
5. Signing of CFR	5 minutes	DENRIC AUGUSTUS A. SADIASA Municipal Agriculturist
6. Releasing of CFR	5 minutes	REYMARK A. SIÑEL Aquaculturist II

Note: Photos shall be taken by the Office of the Municipal Agriculture.

REGISTRATION OF LARGE ANIMALS

☑ ABOUT THE SERVICE

There is a need to register all large animals in the municipality in order to develop a new data on population of these animals in our locality.

For inquiries, please contact the Municipal Agricultural Office at Tel. No. (036) 288-8764.

☑ REQUIREMENT(S)

- Barangay Certification showing that the applicant is the owner of the large animal

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Interviews the applicant and records the necessary information about their large animal.	30 minutes	VICTORIA D. SIM Agricultural Technician – Livestock RENIEL O. CABULAR Agricultural Technician – Livestock

2. On site inspection (assess the appearance of the large animal).	1 day	<p>VICTORIA D. SIM Agricultural Technician – Livestock</p> <p>RENIEL O. CABULAR Agricultural Technician – Livestock</p>
3. Payment of registration fee.	5 minutes	<p>CLEMIE C. ANDRADE Revenue Collection Clerk <i>or</i> <i>any Revenue Collector assigned in the counter</i></p>
4. Issuance of Certificate of Registration of large animals.	5 minutes	<p>VICTORIA D. SIM Agricultural Technician – Livestock</p> <p>RENIEL O. CABULAR Agricultural Technician – Livestock</p>

AVAILING OF TECHNICAL ASSISTANCE ON ANIMAL TREATMENT

☑ ABOUT THE SERVICE

To safeguard/prevent losses on livestock production.

For inquiries, please contact the Municipal Agricultural Office at Tel. No. (036) 288-8764.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Interviews the client and records the necessary information about their sick animals.	10 minutes	<p>VICTORIA D. SIM Agricultural Technician – Livestock</p> <p>RENIEL O. CABULAR Agricultural Technician – Livestock</p>

2. Conducts actual visitation and assessment of the animal.	1 hour	<p>VICTORIA D. SIM Agricultural Technician – Livestock</p> <p>RENIEL O. CABULAR Agricultural Technician – Livestock</p>
3. Administration of treatment (only if the case is manageable upon determination by the Livestock Inspector). Referral to a Licensed Veterinarian (if the case is not manageable).	30 minutes	<p>VICTORIA D. SIM Agricultural Technician – Livestock</p> <p>RENIEL O. CABULAR Agricultural Technician – Livestock</p>
4. Monitoring of the treated animal.	1 week	<p>VICTORIA D. SIM Agricultural Technician – Livestock</p> <p>RENIEL O. CABULAR Agricultural Technician – Livestock</p>

AVAILING OF TECHNICAL ASSISTANCE ON PEST AND DISEASES OCCURENCE

ABOUT THE SERVICE

Technical assistance is provided to safeguard production losses in rice and high valued commercial crops.

For inquiries, please contact the Municipal Agricultural Office at Tel. No. (036) 288-8764.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Interviews the farmer.	20 minutes	LORENZO F. MAGLIQUIAN Agricultural Technician – Rice RENIEL O. CABULAR Agricultural Technician – Livestock
2. Conducts onsite inspection and assessment.	1 hour	LORENZO F. MAGLIQUIAN Agricultural Technician – Rice RENIEL O. CABULAR Agricultural Technician – Livestock
3. Gives recommendations to the farmer.	30 minutes	LORENZO F. MAGLIQUIAN Agricultural Technician – Rice RENIEL O. CABULAR Agricultural Technician – Livestock
4. Monitoring of the ricefields	1 week	LORENZO F. MAGLIQUIAN Agricultural Technician – Rice RENIEL O. CABULAR Agricultural Technician – Livestock

AVAILING OF VACCINATION AND IMMUNIZATION OF LIVESTOCK

☑ ABOUT THE SERVICE

Vaccination and immunization of livestock are being conducted in order to safeguard livestock production in the municipality.

For inquiries, please contact the Municipal Agriculture Officer No. (06) 288-8764.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Interviews the farmer and records the necessary information about their animals.	20 minutes	VICTORIA D. SIM Agricultural Technician – Livestock RENIEL O. CABULAR Agricultural Technician – Livestock
2. Conducts vaccination and immunization (if vaccine is not available in the Office of Municipal Agriculture, the farmer is advised to purchase the vaccine).	1 hour	VICTORIA D. SIM Agricultural Technician – Livestock RENIEL O. CABULAR Agricultural Technician – Livestock
3. Monitoring of vaccinated animals	1 week	VICTORIA D. SIM Agricultural Technician – Livestock RENIEL O. CABULAR Agricultural Technician – Livestock

AVAILING OF ANIMAL DEWORMER

☑ ABOUT THE SERVICE

Deworming helps eliminate liverfluke diseases that may incur losses to livestock production.

For inquiries, please contact the Municipal Agricultural Office at Tel. No. (036) 288-8764.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Interviews the farmer and records the necessary information about their animals.	10 minutes	ANY AGRICULTURAL TECHNICIAN
2. Prepares the dewormer and explains the method on how to use it.	15 minutes	ANY AGRICULTURAL TECHNICIAN
3. The farmer receives the dewormer and signs in the office's clients logbook	5 minutes	ANY AGRICULTURAL TECHNICIAN

AVAILING OF DISPERSED VEGETABLE SEEDS

☑ ABOUT THE SERVICE

Farmers may avail of this program with the primary aim of helping our local community in the development of their livelihood and nutritional concerns.

For inquiries, please contact the Municipal Agriculture Officer No. (06) 288-8764.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Interviews the farmer and records the necessary information.	10 minutes	ANDREW SINEL Agricultural Technician – HVCC (Casual)
2. Prepares the requested variety of vegetable seeds.	10 minutes	ANDREW SINEL Agricultural Technician – HVCC (Casual)
3. Releasing of vegetable seeds and farmer signs in client's logbook.	5 minutes	ANDREW SINEL Agricultural Technician – HVCC (Casual)
4. Monitoring of dispersed seeds.	1 month	ANDREW SINEL Agricultural Technician – HVCC (Casual)

ISSUANCE OF CLEARANCE FOR THE TRANSPORT OF PALM TREES TO BORACAY ISLAND

☑ ABOUT THE SERVICE

This Clearance is issued in order to prevent the transfer of communicable disease and pest of palm ornamentals.

For inquiries, please contact the Municipal Agricultural Office at Tel. No. (036) 288-8764.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Plants are brought to the Office of Municipal Agriculture for inspection	15 minutes	<p style="text-align: center;">ANDREW SIÑEL Agricultural Technician – HVCC (Casual)</p> <p style="text-align: center;">ANERY I. SOLANO Municipal Agricultural Officer</p>
2. Issuance of clearance to the plant owner which is a requirement in acquiring a transport permit.	5 minutes	<p style="text-align: center;">ANDREW SIÑEL Agricultural Technician – HVCC (Casual)</p> <p style="text-align: center;">ANERY I. SOLANO Municipal Agricultural Officer</p>

TRANSPORT AND TRAFFIC MANAGEMENT SERVICES

SECURING MAYOR'S PERMIT TO OPERATE PUVs, PRIVATE VEHICLES AND OTHER TRANSPORT UTILITIES

☑ ABOUT THE SERVICE

All commercial and tourist transportation businesses operating in Malay, Aklan shall secure a Mayor's Permit and pay an annual fixed tax before such vehicle/s may be allowed to be used to carry passengers or freight (Municipal Ordinance No. 279-2009 or the Municipal Revenue Code of Malay).

For inquiries, please contact the Municipal Transportation Office at Telephone No. (036) 2888767 or send an e-mail to mlytransportation_unit@yahoo.com.

☑ REQUIREMENT(S)

LAND

- Current LTO Registration (OR/CR)
- LTFRB Franchise (PUV/Transport Service)
- A member of LGU-Accredited Transport Group

SEA

- MARINA Certificate
- Barangay Certification
- A member of LGU-Accredited Transport Group

☑ TAXES AND FEES

Taxes and Fees are based on the approved Municipal Revenue Code of Malay.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Receive and evaluate documents; inspection of vehicle.	15 minutes	CATRINA G. ASCAÑO Administrative Aide (Main Office)

		REMO U. ARCELIS Administrative Assistant (Main Office)
2. Issuance of Inspection Clearance and assessment of fees	10 minutes	CESAR P. OCZON, JR. Senior Transportation Regulation Officer
3. Payment of Annual Fixed Tax	5 minutes	<i>Any Revenue Collector at the counter (Municipal Treasurer's Office)</i>
4. Issuance of duly signed Permit and Sticker	10 minutes	<i>Licensing Office Staff</i>

SECURING SPECIAL PERMIT TO TRANSPORT AND OPERATE VEHICLE IN BORACAY ISLAND

☑ ABOUT THE SERVICE

All motorized vehicles operating in Boracay Island must secure a Special Permit to Transport and Operate (prior to entry to the island) from the Office of the Mayor and shall be issued a Municipal Sticker renewable annually and subject for verification of documents and inspection of the Municipal Transportation Office to determine its road worthiness and safety (Municipal Ordinance No. 342 s. 2015, otherwise known as the Municipal Traffic Code of Malay).

For inquiries, please contact the Municipal Transportation Office at Telephone No. (036) 288-8867 (Main) and 288-2385 (MMAC-Boracay) or send an e-mail to mlytransportation_unit@yahoo.com.

☑ REQUIREMENT(S)

1.) NEW

- Letter of Intent addressed to Mayor
- Photocopy of current LTO OR/CR
- Barangay Certification (for permit applied)
- Current Business/Mayor's Permit (for business/hotel services)
- Payment of Contractor's Tax (for project contractors)

2.) **RENEWAL**

- Previous Special Permit to Transport/Operate
- Photocopy of current (LTO) OR/CR
- Barangay Certification (for permit applied)
- Current Business/Mayor’s Permit (for business/hotel services)
- Payment of Contractor’s Tax (for project contractors)

3.) **CHANGE UNIT**

- Exit Clearance
- Transport back to mainland the vehicle to be replaced and/or in case of a junked/dilapidated vehicle, subject for inspection and verification of MTRO staff
- Attach previous Special Permit to Transport/Operate
- Photocopy of current (LTO) OR/CR
- Barangay Certification (for permit applied)

☑ TAXES AND FEES

Taxes and fees are based on Municipal Ordinance No. 269, Series of 2009.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Submission of Requirements for evaluation/verification of documents.	10 minutes	CESAR P. OCZON JR. Senior Transportation Regulation Officer
2. Approval of Application	5 minutes	GLENN Y. SACAPANO BICOO GODOFREDO B. SADIASA MEEO/Executive Asst. - designate JOHN P. YAP Municipal Mayor
3. Inspection of Vehicle	10 minutes	REMO U. ARCELIS Administrative Assistant (Main – for new application)

		<p>RONALD F. TUPAS Administrative Aide <i>(MMAC- for renewal)</i></p> <p>SAMUEL D. SANO Traffic Aide I <i>(for renewal)</i></p>
4. Issuance of Inspection Clearance and assessment of fees and charges	5 minutes	<p>NIÑO SACAPAÑO Transportation Reg. Officer II</p> <p>CESAR P. OCZON Senior Transportation Reg. Officer</p>
5. Payment of fees and charges	10 minutes	<i>Any Revenue Collector assigned the counter (Municipal Treasurer’s Office)</i>
6. Issuance of a duly-signed Special Permit to Transport and Operate with corresponding sticker	10 minutes	<i>Licensing Office Staff</i>

SECURING A TRICYCLE FRANCHISE

☑ ABOUT THE SERVICE

By virtue of the provision of the Local Government Code of 1991, Section 447, Paragraph 3, Sub-Paragraph (vi), the Sangguniang Bayan of Malay, through the Municipal Tricycle Franchising and Regulatory Board (MTRFB), grants franchise to tricycles operating within its jurisdiction.

☑ REQUIREMENT(S)

- Land Transportation Office (LTO) Motorcycle Registration (OR/CR)
- Barangay Clearance to engage in Tricycle Operation – residency of the applicant operator where the unit is intended to be operated
- Favorable endorsement of an LGU-Malay Accredited Tricycle Association/Cooperative where such unit is intended to be operated
- Inspection Report by LGU-Malay Transportation Officer (TO)
- Duly filled up application forms
- Old Franchise (for renewal)

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE You	PLEASE APPROACH
1. Submission of Requirements/ Documents	10 minutes	REX S. TAUNAN Administrative Aide
2. Franchise Verification and Approval	10 minutes	MTRFB MUN. VICE MAYOR SB SECRETARY
3. Release of Franchise	5 minutes	REX S. TAUNAN Administrative Aide

DOCUMENTATION—STORAGE OF TRICYCLE FRANCHISE

☑ REQUIREMENT(S)

- Filled up Storage Form
- Municipal Plate (to be surrendered)

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE You	PLEASE APPROACH
1. Submit filled up Storage Form	5 minutes	REX S. TAUNAN Administrative Aide

REVIVING TRICYCLE OPERATOR FROM STORAGE

☑ REQUIREMENT(S)

- Land Transportation Office (LTO) Motorcycle Registration (OR/CR)
- Barangay Clearance to engage in Tricycle Operation – residency of the applicant operator where the unit is intended to be operated
- Favorable endorsement of an LGU-Malay Accredited Tricycle Association/Cooperative where such unit is intended to be operated
- Inspection Report by LGU-Malay Transportation Officer (TO)
- Duly filled up application forms
- Old Franchise

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE You	PLEASE APPROACH
1. Submission of Requirements/Documents	10 minutes	REX S. TAUNAN Administrative Aide
2. Assessment and Payment of Corresponding Fees by the Applicant.	10 minutes	<i>Any Revenue Collector assigned the counter (Municipal Treasurer’s Office)</i>
3. Franchise Verification and Approval	15 minutes	MTFRB Mun. Vice Mayor SB Secretary
4. Release of Franchise	10 minutes	REX S. TAUNAN Administrative Aide

CHANGE OF MOTORCYCLE UNIT FOR FRANCHISED TRICYCLE / E-TRIKE

☑ REQUIREMENT(S)

- LTO Registration
- Old and Active Tricycle / E-Trike Franchise
- Mayor’s Permit to Transport (For Boracay Operations Only)

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE You	PLEASE APPROACH
1. Applicant submits requirement.	5 minutes	REX S. TAUNAN Administrative Aide
2. Issuance of amended franchise	10 minutes	REX S. TAUNAN Administrative Aide

LIVELIHOOD AND EMPLOYMENT SERVICES

SECURING LOCAL EMPLOYMENT REFERRALS (FOR APPLICANTS)

☑ ABOUT THE SERVICE

MUNICIPAL PESO provides employment assistance to job seekers through referral. Career guidance and counseling are also offered to assist the applicants in going about the recruitment process in different companies.

The Office offers interview tips and guides on writing resumes or application letters, among others. It also assists clients in choosing the position/job that will match their abilities and interests.

☑ REQUIREMENT(S)

- Curriculum Vitae/Resume with 2" x 2" picture
- Transcript of Records or graduation certificate (Form 138, for high school graduates)
- Police Clearance (valid for 6 months) or NBI Clearance (valid for 1 year)
- Extra picture, preferably 1" x 1"
- Training Certificates, if available
- Employment Certificates, if available

Prepare a complete set of requirements. Put them inside a folder and DO NOT FOLD. Remember, these papers will speak a lot about you.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE You	PLEASE APPROACH
<p>1. Submit Requirements</p> <p>Submit the above requirements to the Public Employment Service Office (PESO) Staff.</p>	<p>5 minutes</p>	<p>HOVEN B. TAYCO PESO Assistant</p> <p>DENNIS T. BRIONES PESO Coordinator</p>

<p>2. One-on-one interview</p> <p>Undergo an interview with MUN. PESO staff. Career counseling is also available.</p>	<p>10 minutes</p>	<p>ALMA S. BELEJERDO Acting PESO Manager</p> <p>DENNIS T. BRIONES PESO Coordinator</p>
<p>3. Prepare Referral Letter</p>	<p>10 minutes</p>	<p>HOVEN B. TAYCO PESO Assistant</p>
<p>4. Issue Referral Letter</p>	<p>5 minutes</p>	<p>ALMA S. BELEJERDO Acting PESO Manager</p> <p>DENNIS T. BRIONES PESO Coordinator</p> <p>HOVEN B. TAYCO PESO Assistant</p>

SECURING LOCAL EMPLOYMENT REFERRALS (FOR EMPLOYERS)

☑ ABOUT THE SERVICE

MUNICIPAL PESO assists employers by conducting preliminary screening of applicants and referring to them applicants who meet their set standards.

This service is FREE OF CHARGE.

Employers may call or visit Mun. PESO to post job vacancies. Job vacancies are posted and distributed every Monday.

☑ REQUIREMENT(S)

- Duly accomplished Job Order Form

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Job Posting</p> <p>Call or visit the office and provide the required information. The job vacancies are, then, included in the weekly list of vacancies distributed.</p> <p>Copies of this list are distributed to the different barangays of the municipality.</p>	<p>2 days</p>	<p>HOVEN B. TAYCO PESO Staff</p> <p>NIÑO PAULO A. SIÑEL PESO Staff</p> <p>DENNIS T. BRIONES PESO Coordinator</p>
<p>2. Job Matching</p> <p>PESO staff matches applicants' qualifications with your set standards.</p> <p>Applicants, who meet the criteria, are referred to you. Request from referred applicants a PESO referral letter and other pertinent documents.</p> <p>You also have the option of coming to Municipal PESO personally, browsing the applicants' resume and choosing applicants whom you wish to interview.</p>	<p>10 minutes per applicant</p>	<p>HOVEN B. TAYCO PESO Staff</p> <p>NIÑO PAULO A. SIÑEL PESO Staff</p> <p>DENNIS T. BRIONES PESO Coordinator</p> <p>ALMA S. BELEJERDO Acting PESO Manager</p>

<p>3. Referral</p> <p>Refer qualified applicants to employers.</p>	<p>10 minutes</p>	<p>DENNIS T. BRIONES PESO Coordinator</p> <p>ALMA S. BELEJERDO Acting PESO Manager</p>
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AVAILING OF OVERSEAS EMPLOYMENT FACILITATION SERVICES (FOR APPLICANTS)

☑ ABOUT THE SERVICE

MUNICIPAL PESO assists various placement agencies in conducting their recruitment in the Municipality.

The Office makes sure that these agencies are authorized by the Philippine Overseas Employment Administration (POEA). It also monitors the status of workers placed overseas.

Hired applicants who need financial assistance for their placement fee may be referred to financing institutions or banks which offer financial assistance to hired overseas applicants.

☑ REQUIREMENT(S)

- Bio-data/Resume with picture
- Employment/Training Certificates
- License (for professional or skilled workers)

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE You	PLEASE APPROACH
<p>1. Submit Requirements</p>	<p>5 minutes</p>	<p>HOVEN B. TAYCO PESO Staff</p> <p>NIÑO PAULO A. SIÑEL PESO Staff</p>

		DENNIS T. BRIONES PESO Coordinator
2. Screening and job matching	5 minutes per applicant	DENNIS T. BRIONES PESO Coordinator
3. Referral for interview	5 minutes	DENNIS T. BRIONES PESO Coordinator ALMA S. BELEJERDO Acting PESO Manager

AVAILING OF OVERSEAS EMPLOYMENT FACILITATION SERVICES (FOR EMPLOYERS)

ABOUT THE SERVICE

OVERSEAS PLACEMENT agencies may seek the assistance of Mun. PESO in conducting recruitment activities in the Municipality.

REQUIREMENT(S)

- Provincial Special Recruitment Authority (PRA/SRA)
- Confirmed Job Order(s) from principal employer(s)

Both must be duly approved by the Philippine Overseas Employment Administration (POEA).

HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Receive and Evaluate Evaluate completeness of requirements and validate at POEA.	40 minutes	DENNIS T. BRIONES PESO Coordinator
2. Issue Clearance for Recruitment A separate Deployment Report should also be submitted after the hiring period.	15 minutes	DENNIS T. BRIONES PESO Coordinator

SECURING PESO CERTIFICATION

☑ ABOUT THE SERVICE

Section 4 of Municipal Ordinance No. 254, Series of 2007, requires all project proponents, contractors, hotel or resort or business establishment proprietors and/or operators to secure a certification from the Municipal Public Employment Service Office of LGU-Malay certifying that the provisions of the same Ordinance has been complied. The PESO Certification shall form part of the requisites to be complied before a building permit or a Mayor’s Permit to operate business shall be issued.

☑ REQUIREMENT(S)

- Individual working permit of the employees and workers
- Job Order (PESO Form No. 2) for construction phase
- Job vacancy profile (PESO Form No. 3) for business operation

☑ FEE(S)

- Certification Fee P/100.00

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Receive and Evaluate</p> <p>Evaluate the completeness of the requirements.</p>	15 minutes	<p>GRETCHEN M. BITOON PESO Staff</p> <p>MARK RONALD D. ALOBA PESO Staff</p>
<p>2. Payment of fees</p> <p>Instruct the client to pay to the Municipal Treasurer’s Office the appropriate fees.</p>	5 minutes	<p>Any Revenue Collector assigned at the counter</p>

<p>3. Verification, encoding, printing, signing and releasing</p> <p>Upon presentation of receipt, issue PESO certification and keep a duplicate copy on file with the Office.</p>	<p>5 minutes</p>	<p>NIÑO PAULO A. SIÑEL PESO Staff</p> <p>HOVEN B. TAYCO PESO Staff</p> <p>DENNIS T. BRIONES PESO Coordinator</p>
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SECURING OCCUPATIONAL AND INDIVIDUAL WORKING PERMITS

☑ ABOUT THE SERVICE

Individuals need to secure Occupational and Individual Working Permits for employment purposes in the Municipality of Malay as stipulated in Municipal Ordinance No. 221, Series of 2005, and in accordance with the Revised Municipal Revenue Code of Malay specifically Chapter III, Article M thereof.

☑ REQUIREMENT(S)

FOR NEW APPLICANT

- Accomplished Application Form for Individual Mayor’s/Occupational Permit
- Photocopy of the following documents:
 - a. Barangay Clearance from place where the applicant resides
 - b. Police Clearance from place where the applicant resides
 - c. Health Certificate issued by the Malay Municipal Health Office
 - d. Endorsement/Recommendation from the Municipal Tourism Office (for frontliners)

FOR RENEWAL

- List of employees attested by the employer (if any) or Accomplished Application Form for Individual Mayor’s/Occupational Permit
- Photocopy of the following documents:
 - a. Barangay Clearance from place where the applicant resides
 - b. Police Clearance from place where the applicant resides
 - c. Health Certificate issued by the Malay Municipal Health Office
 - d. Endorsement/Recommendation from the Municipal Tourism Office (for frontliners)

☑ FEE(S)

- Occupational Permit Fee P/200.00
- ID card printing P/ 50.00

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Receive and Evaluate</p> <p>Evaluate the completeness of the requirement/s.</p>	<p>5 minutes per applicant</p>	<p>GRETCHEN M. BITOON PESO Staff</p> <p>MARK RONALD D. ALOBA PESO Staff</p>
<p>2. Payment of fees</p> <p>Instruct the client to pay to the Municipal Treasurer's Office the appropriate fee/s.</p>	<p>5 minutes</p>	<p>Any Revenue Collector assigned at the counter</p>
<p>3. Verification, encoding, printing, signing and releasing</p> <p>Upon presentation of official receipt, submission of thumb mark and signature specimen, issue Occupational/Individual Working Permit to client, keep a duplicate copy on file with the Office.</p>	<p>10 minutes</p>	<p>NIÑO PAULO A. SIÑEL PESO Staff</p> <p>DENNIS T. BRIONES PESO Coordinator</p>

OTHER SERVICES

SPECIAL PERMIT TO CONDUCT ACTIVITIES/EVENTS

☑ ABOUT THE SERVICE

All event organizers and partner resorts/establishments who wish to conduct their promotional activities and events in the Municipality of Malay, most especially in Boracay Island, must secure a Special Permit from the Office of the Mayor for the conduct of the same. Provided, all events/activities are subject to the strict compliance of all existing Municipal Ordinances and national laws and guidelines on Boracay Island.

☑ REQUIREMENT(S)

- Letter of Intent Addressed to the Municipal Mayor with Event Layout
- Barangay Clearance for the Event
- Certification from BFP (for fireworks display only)

☑ TAXES AND FEES

Taxes and Fees are based on the Municipal Revenue Code of Malay and Municipal Ordinance No. 168-A, Series of 2002.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE You	PLEASE APPROACH
1. Receipt and evaluation of Letter of Intent	5 minutes	Mayor's Office Staff
2. Approval of request	10 minutes	GODOFREDO SADIASA Executive Assistant – designate (Main) MA. BLESILDA BACANI Executive Assistant V (MMAC)

		GLENN Y. SACAPAÑO Boracay Island Chief Operations Officer (MMAC)
3. Secure BRTF Undertaking <i>(for Boracay events only)</i>	10 minutes	ANDREW NAVARRA Administrative Assistant
4. Payment of Fees	5 minutes	<i>Any Revenue Collector assigned at the counter</i>
5. Issuance/Release of duly signed Special Permit	10 minutes	NIKO LIAM OCZON Administrative Assistant II (Main) Mayor's Office Staff (MMAC)

SPECIAL PERMIT ON ALL ADVERTISING AND PROMOTIONAL ACTIVITIES

ABOUT THE SERVICE

Corporations, groups and other entities that wish to promote or advertise their product/s or service/s in the Municipality of Malay, especially in the Island of Boracay through promotional activities such as installation/posting of billboards, signages, streamers, posters or fliers and other similar materials, must secure a Special Permit from the Office of the Mayor for the conduct of the same. Provided that all advertising activities are subject to the strict compliance of all existing Municipal Ordinances and national laws and guidelines on Boracay Island.

REQUIREMENT(S)

- Letter Request addressed to the Municipal Mayor, indicating the size/lay-out and duration of the tarpaulin/banners to be submitted together with a copy of the contract of the advertising agency
- Endorsement from the Municipal Engineer's Office (Billboard)
- If the location/site is a private property, the applicant must present written documents showing the consent of the owner or partner establishment
- Barangay Clearance

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Submit Letter Request to the Mayor's Office.</p> <p>For billboards, attached thereto are the design, details & specifications, and the site/sketch plan of the project.</p>	<p>3 minutes</p>	<p>Mayor's Office Staff (MAIN)</p> <p>EMERSON E. CABAL Private Secretary I (MMAC)</p>
<p>2. Evaluation of request.</p>	<p>10 minutes</p>	<p>GODOFREDO SADIASA Executive Assistant-designate (Main)</p> <p>MA. BLESILDA BACANI Executive Assistant V (MMAC)</p> <p>GLENN Y. SACAPAÑO Boracay Island Chief Operations Officer (MMAC)</p>
<p>3. Secure BRTF Undertaking <i>(for Boracay events only)</i></p>	<p>10 minutes</p>	<p>ANDREW NAVARRA Administrative Assistant</p>
<p>4. Assessment of Charges / Fees</p>	<p>3 minutes</p>	<p>NIKO LIAM OCZON Administrative Assistant II (Main)</p> <p>EMERSON E. CABAL Private Secretary I (MMAC)</p>
<p>5. Payment of Corresponding Fees at the Municipal Treasurer's Office</p>	<p>5 minutes</p>	<p><i>Any Revenue Collector assigned at the counter</i></p>

6. Issuance / Release of duly-Signed Special Permit	10 minutes	<p>NIKO LIAM OCZON Administrative Assistant II (Main)</p> <p>Mayor’s Office Staff (MMAC)</p>
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SECURING SPECIAL PERMIT TO CONDUCT MOTORCADE/RECORIDA

☑ ABOUT THE SERVICE

Corporations, groups and other entities that wish to stage a motorcade/parade/recorida around the Municipality are required to secure a permit from the Mayor’s Office prior to the scheduled activity. This will ensure coordination and orderly traffic management during the activity.

☑ REQUIREMENT(S)

- Letter of Request addressed to the Municipal Mayor, indicating the schedule of motorcade or parade, planned route and purpose of the activity.

☑ HOW TO AVAIL OF THE SERVICE

PROCEDURES	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit letter request to the Mayor’s Office	2 minutes	<p>Mayor’s Office Staff (Main)</p> <p>EMERSON E. CABAL Private Secretary I (MMAC)</p>
2. Evaluate request	5 minutes	<p>GODOFREDO B. SADIASA Executive Assistant– designate (Main)</p>

		<p>GLENN Y. SACAPAÑO Boracay Island Chief Operations Officer (MMAC)</p>
<p>3. Approval of the Municipal Mayor</p> <p>Municipal Mayor approves the permit.</p>	5 minutes	<p>MUNICIPAL MAYOR <i>or</i> HIS AUTHORIZED ALTERNATE SIGNATORY</p>
<p>4. Secure BRTF Undertaking</p> <p><i>(for Boracay events only)</i></p>	10 minutes	<p>ANDREW NAVARRA Administrative Assistant</p>
<p>5. Assessment of Charges / Fees</p>	5 minutes	<p>NIKO LIAM OCZON Administrative Assistant II (Main)</p> <p>EMERSON E. CABAL Private Secretary I (MMAC)</p>
<p>6. Payment of Corresponding Fees at the Municipal Treasurer's Office</p>	5 minutes	<p><i>Any Revenue Collector assigned at the counter</i></p>
<p>7. Issuance / Release of duly signed Special Permit</p>	10 minutes	<p>NIKO LIAM OCZON Administrative Assistant II (Main)</p> <p>Mayor's Office Staff (MMAC)</p>