

ISSUANCE OF MARRIAGE CONTRACT

Frontline Service

Municipality of Bacolor

OFFICE OF THE MUNICIPAL MAYOR

Office

MUNICIPAL MAYOR

Head of Office

A. ABOUT THE SERVICE:

Pursuant of the Local Government Code of 1991, one of the duties of the Municipal Mayor is to solemnize marriage. Thus, it is the responsibility of the Mayor's Office staff to prepare or type the Marriage Contract, which is to be signed by the contracting parties, witnesses and the Municipal Mayor as the solemnizing officer.

B. WHO CAN AVAIL OF THE SERVICE:

Any couple who wish to get married in the municipality provided that one of the contracting parties must be a resident of Bacolor.

C. REQUIREMENTS:

- a. Marriage License issued by the Local Civil Registrar
- b. Names of witnesses

D. FEES:

Solemnization fee is Two Hundred Pesos (P200.00) as per approved Local Revenue Code.

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm.

F. HOW TO AVAIL THE SERVICES:

STEP	APPLICANT/ CLIENT	DEPARTMENT ACTIVITY	PROCESSING TIME	PERSON/S RESPONSIBLE	FEES	FORMS
1.	Query from Mayor's Office regarding Schedule for the solemnization for marriage	Interview	2 minutes	Mayor's Staff		
2.	Submission of marriage license and supporting documents including the names of witnesses	Review the marriage license and prepare the marriage contract Refer to the cashier for the payment of solemnization fee	8 minutes 5 minutes	Mayor's Staff Mayor's Staff		
3.	Payment of solemnization fee at the cashier				1. Application for marriage license P 300.00 2. Marriage license fee P 2.00 3. Marriage solemnization fee P 300.00 4. Family Planning Certificate Fee P 50.00 5. Advice/Consent (Out-of-Town) P50.00	
4.	Present the official receipts	Attach the official receipt to the	1 minute	Mayor's Staff		

		marriage contract				
		Review/check and initial the marriage contract	2 minutes	Municipal Administrator		
		Solemnization of marriage	15 minutes	Municipal Mayor		
5.	Signing of contract of parties and witnesses	Assist in the signing of the marriage contract	5 minutes	Mayor's Staff		
		Instruction to proceed to the LCR for the registration of the marriage contract	5 minutes	Mayor's Staff		
		Issuance of marriage contract				
END OF TRANSACTION: (TOTAL) MINUTES						

G. FLOW CHART

PERSON RESPONSIBLE

PROCEDURE FLOW

CONTRACTING PARTIES

Submit marriage license

MAYOR'S STAFF

Interview the client/review the marriage license issued by the LCR

MAYOR'S STAFF

Prepare the marriage contract

CONTRACTING PARTIES

After preparing, ask the contracting parties to check all the entries

CONTRACTING PARTIES

Pay the solemnization fee

MAYOR'S STAFF

Attach the receipt

MUNICIPAL ADMINISTRATOR

Check/Review/Initial

MUNICIPAL MAYOR

Solemnize the marriage of the contracting parties

MAYOR'S STAFF

Ask the contracting parties to sign the marriage contract

CONTRACTING PARTIES & WITNESSES

Signing of the Marriage Contract

MAYOR'S STAFF

Seal and refer the contracting parties to the LCR to registrar their marriage contract

CONTRACTING PARTIES

Proceed to the LCR office to register the marriage contract

LCR

Registrar the marriage contract and issue copy to the contracting parties

END

ISSUANCE OF MAYOR'S PERMIT (BUSINESS)

Frontline Service

Municipality of Bacolor

OFFICE OF THE MUNICIPAL MAYOR

Office

MUNICIPAL MAYOR

Head of Office

A. ABOUT THE SERVICE:

All persons or entities who are doing business in the Municipality are required to secure Mayor's Business Permit from this office.

B. WHO CAN AVAIL OF THE SERVICE:

Residents of Bacolor or any individual who wish to have business in the Municipality

C. REQUIREMENTS:

MAYOR'S PERMIT

1. Application Form
2. Barangay Business Permit
3. Sanitary Permit
4. Fire safety Permit
5. DTI (if new)

D. FEES:

Mayor's Permit fee is being computed based on the nature of business/gross receipt following schedule of rates indicated in the approved Local Revenue Code of the Municipality

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm.

F. HOW TO AVAIL THE SERVICES:

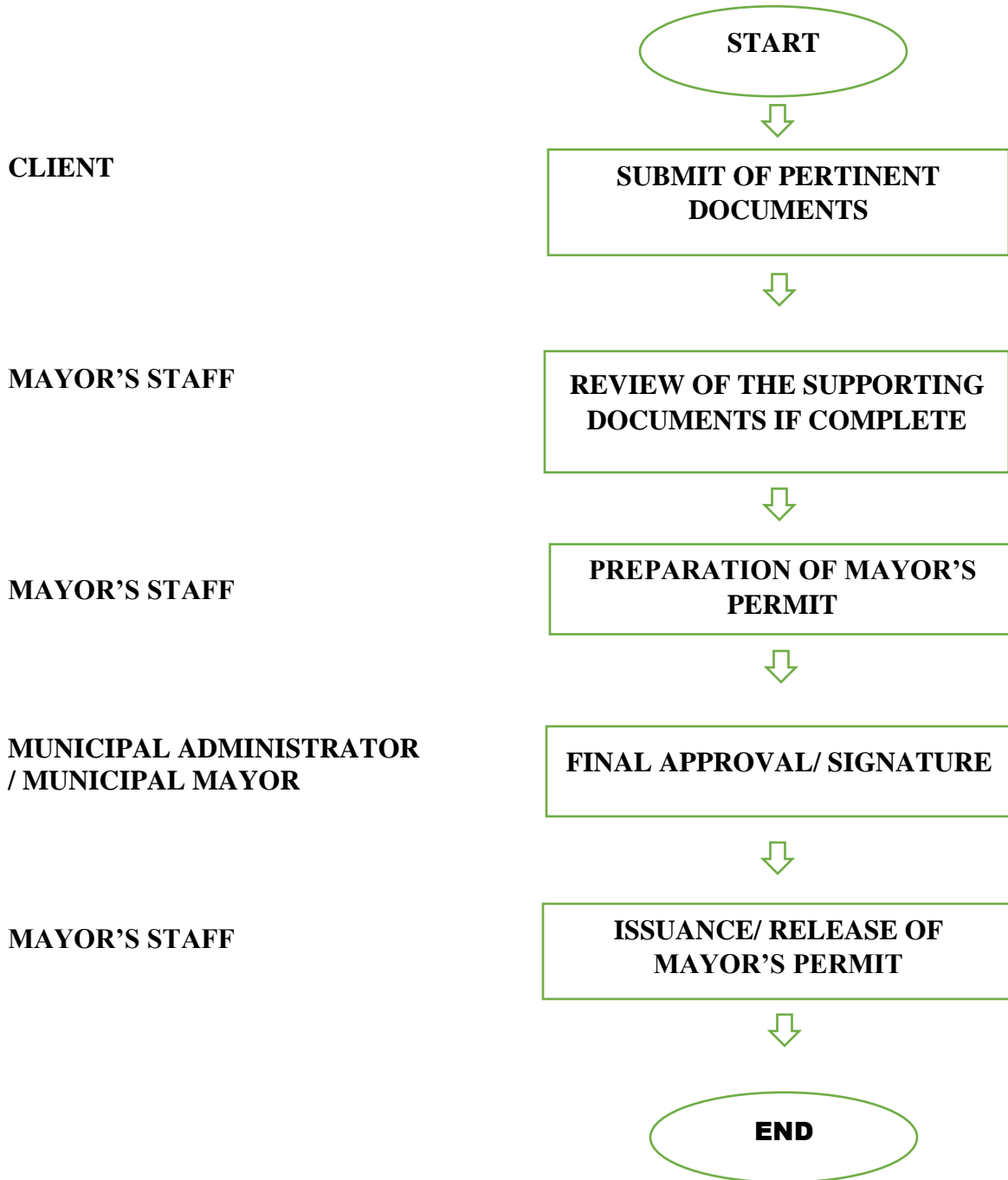
STEP	APPLICANT/ CLIENT	DEPARTMENT ACTIVITY	PROCESSING TIME	PERSON/S RESPONSIBLE	FEES	FORMS
1.	Submission of application form for business including the other documents required	Review/evaluation of pertinent documents	3 minutes	Mayor's Staff		
		Prepare/type Business Permit Final approval and signature Issuance of Mayor's Permit	5 minutes 1 minute 2 minutes	Mayor's Staff Municipal Administrator Mayor's Staff	<p style="text-align: center;">Business subject to graduated fixed taxes</p> 1. On Manufacturer's/Importers/Producers Cottage – 500,000 and below Small – over 500,000 to 5 Million Medium – over 5 Million to 20 Million Large – over 20 Million P 1,000.00 1 – 10 workers P 1,500.00 11 – 99 workers P 2,000.00 100 -199workers P 3,000.00 200 and above 2. On Banks Rural, Thrift and Savings Bank Commercial, Industrial and Development Banks Universal Banks P 1,000.00 P 3,000.00 P 5,000.00 3. On the Financial Institutions Small Medium Large P 1,000.00 P 3,000.00 P 5,000.00 4. On Contractors/Service Establishments Cottage Small Medium Large P 500 P 1,000.00 P 1,500.00 P 2,000.00 5. On Wholesalers/Retailers/Distributors P 500.00	

					Cottage Small Medium Large 6. Other Businesses Cottage Small Medium Large	P 1,000.00 P 1,500.00 P 2,000.00 P 500.00 P 1,000.00 P 1,500.00 P 2,000.00	
		Prepare/type Business Permit	5 minutes	Mayor's Staff			
		Final approval and signature	1 minute	Municipal Administrator			
		Issuance of Mayor's Permit	2 minutes	Mayor's Staff			
END OF TRANSACTION: (TOTAL) MINUTES							

G. FLOW CHART

PERSON RESPONSIBLE

PROCEDURE FLOW



ISSUANCE OF VARIOUS CERTIFICATIONS

Frontline Service

Municipality of Bacolor

OFFICE OF THE MUNICIPAL MAYOR

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Head of Office

A. ABOUT THE SERVICE:

Certification of various nature such as for employment, medical needs, scholarship, summer job, recommendation and various referrals are being issued to residents of this municipality.

B. WHO CAN AVAIL OF THE SERVICE:

Mostly residents of Bacolor who wish to have Certification from Municipality are in need to various certifications.

C. REQUIREMENTS:

1. Barangay Clearance/Certification/Resume

D. Fees:

Certifications are being issued free of charge. Mayor's Permit fee is being computed based on the Approved Local Revenue Code.

E. AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 am to 5:00 pm.

F. HOW TO AVAIL THE SERVICES:

STEP	APPLICANT/ CLIENT	DEPARTMENT ACTIVITY	PROCESSING TIME	PERSON/S RESPONSIBLE	FEES		FORMS
1.	Request for Assistance	Interview/Assessment	2 minutes	Mayor's Staff/Municipal Administrator			
2.	Submission of Barangay Certification/Clearance/Resume	Preparation of the Certification	2 minutes	Mayor's Staff			
3.	Payment of solemnization fee at the cashier				(a) For every page or fraction thereof typewritten (not including the certificate and notation)	P 40.00	
					(b) For each certificate of correctness (with seal of Office) written on the copy or attached thereto	P 80.00	
					(c) For certified true copies or processing of documents in printed forms	P 60.00	
					(d) For certifying the official act of the Municipal Judge or other judicial certificate with seal	P 80.00	
					(e) For certified copies of any papers, records,		

					decrees, judgment or entry of which any person is entitled to demand and receive a copy (in connection with judicial proceedings) for each page	P 40.00	
					(f) Photocopy or any other copy produced by copying machine per page	P 20.00	
					(g) Seal of Office	P 20.00	
					(h) Inspection Fee	P 1,500.00	
		Final approval/signature	1 minute	Municipal Mayor/ Municipal Administrator			
		Issuance of Mayor's Certification	1 minute	Mayor's Staff			
END OF TRANSACTION: (TOTAL) MINUTES							

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PERSON RESPONSIBLE

PROCEDURE FLOW

