CITIZEN'S CHARTER

MUNICIPAL ADMINISTRATOR'S OFFICE

1.SERVICE: TRICYCLE FRANCHISE

Issuance of Tricycle Franchise/Permit for TODA Members/Operators

Office or Division:	Office of the Municipal Administrator
Classification:	Simple
Type of Transactions:	G2C - Government to Citizen
Who may avail:	TODA Members/Operators

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
● Community Tax Certificate (cedula) ● Official Receipt for Franchise Fee ● Certification of TODA Membership ● OR-CR of motorcycle	Barangay of Residency/ Municipal Treasurer's Office Municipal Treasurer's Office TODA President LTO/Store where motorcycle was bought

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present requirements and request for franchise.	Receive and review request of client Advise client to proceed to Sangguniang Bayan (SB) for processing of franchise	None	2 minutes	Admin Staff
2. Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 195.00	3 minutes	MTO Staff
3. Present OR	Prepare the franchise	None	5 minutes	Admin Staff
4. Claim franchise duly signed by the Mun. Administrator	Issue/release franchise	None	2 minutes	SB Staff
	TOTAL:	Php 195.00	12 minutes	

2. SERVICE: AFFIDAVIT OF BUSINESS CLOSURE

Issuance of Affidavit of Business Closure for businesses located in Calumpit.

Office or Division:	Office of the Municipal Administrator
Classification:	Simple
Type of Transactions:	G2C - Government to Citizen
Who may avail:	Business Owners

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
● Community Tax Certificate (cedula) ● Official Receipt for Affidavit Fee ● Barangay Certification of Business Closure	Barangay of Residency/ Municipal Treasurer's Office Municipal Treasurer's Office Barangay where business is located

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present requirements and file request for affidavit	Receive and review request of client	NONE	2 minutes	Admin Staff
2. Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	3 minutes	MTO Staff
3. Present OR	Prepare the affidavit	NONE	5 minutes	Admin Staff
4. Claim affidavit duly signed by the Mun. Administrator	Issue/release affidavit; advise client to file closure at MTO and BIR	NONE	2 minutes	Admin Staff
	TOTAL:	Php 100.00	12 minutes	

3. SERVICE: AFFIDAVIT OF TAX EXEMPTION

Issuance of Affidavit of Tax Exemption for Calumpiteños who need such document

Office or Division:	Office of the Municipal Administrator
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Residents of Calumpit

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
● Community Tax Certificate (cedula) ● Official Receipt for Affidavit Fee	Barangay of Residency/ Municipal Treasurer's Office Municipal Treasurer's Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present cedula and request for affidavit	Receive and review request of client	NONE	2 minutes	Admin staff
2. Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	3 minutes	MTO Staff
3. Present OR	Prepare the affidavit	NONE	5 minutes	Admin Staff
4. Claim affidavit duly signed by the Mun. Administrator	Issue/release affidavit	NONE	2 minutes	Admin Staff
	TOTAL:	Php 100.00	12 minutes	

4. SERVICE: AFFIDAVIT OF LOSS

Issuance of Affidavit of Loss for Calumpiteños who need such document

Office or Division:	Office of the Municipal Administrator
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Residents of Calumpit

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
● Community Tax Certificate (cedula) ● Official Receipt for Affidavit Fee ● Proof of Ownership/papel de ahensya	Barangay of Residency/ Municipal Treasurer's Office Municipal Treasurer's Office Pawnshop

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present proof of ownership and cedula	Receive and review documents presented by client	NONE	2 minutes	Admin staff
2. Pay fees at the Municipal Treasurer's Office (MTO)	Receive payment and issue Official Receipt (OR)	Php 100.00	3 minutes	MTO Staff
3. Present OR	Prepare the affidavit	NONE	5 minutes	Admin Staff
4. Claim affidavit duly signed by the Mun. Administrator	Issue/release affidavit	NONE	2 minutes	Admin Staff
	TOTAL:	Php 100.00	12 minutes	