



COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES

COMMITTEE REPORT  
CRPLO-PNOA-471-2024

Office of the Sangguniang Panlungsod  
Received by Janet Pring  
Date: 6/18/2024  
Time: 2:11 pm

Subject: *REQUEST OF APPROVAL OF BARANGAY ORDINANCE FROM BARANGAY TALABA 3: ORDINANCE NO. 03-2024: An ordinance implementing the Citizen's Charter of Barangay Talaba 3, City of Bacoor, Province of Cavite and providing penalties for violations thereof. (PNOA-471-2024) dated (May 20, 2024)*

The above-mentioned proposed ordinance underwent its first reading on May 20, 2024 during the 91<sup>st</sup> Regular Session of the Sangguniang Panlungsod. The said proposed ordinance was referred by the Acting Presiding Officer, City Councilor and President Pro-Tempore Hon. Reynaldo C. Palabrica to the Committee on Rules and Privileges, Laws and Ordinances.

**FINDINGS:**

Pursuant to Republic Act. No. 11032 or an act of promoting ease of doing business and efficient government service applies to all government offices and agencies including local government units.

This act also promotes integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of barangay services and the prevention of graft and corruption in the barangay.

Barangay Talaba 3 set up their most current and updated service standards to be known as the Citizen's Charter of Barangay Talaba 3 in the form of information billboards which shall be posted at the main entrance of offices or at the most conspicuous place, in their website or Facebook Page, and in the form of published materials written either in English, Filipino.





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**RECOMMENDATION:**

By the motion of Hon. Alejandro Gutierrez duly seconded by all the members of the Sangguniang Panlungsod, the above subject matter was **APPROVED** during its 91<sup>st</sup> Regular Session.

**WE HEREBY CERTIFY** that the contents of the foregoing report are true and correct.

Signed this 20th day of May 2024 at the City of Bacoor, Cavite.

**Committee on Ethics, Appointments and Government Re-Organization**



\_\_\_\_\_  
**COUN. REYNALDO C. PALABRICA**  
Chairman



\_\_\_\_\_  
**COUN. ALEJANDRO GUTIERREZ**  
Vice Chairman



\_\_\_\_\_  
**COUN. MICHAEL SOLIS**  
Member



\_\_\_\_\_  
**COUN. ALDE PAGULAYAN**  
Member





OFFICE OF THE SANGGUNIANG PANLUNGSOD

COMMITTEE ON RULES AND PRIVILEGES, LAWS AND ORDINANCES

Office of the Sangguniang Panlungsod  
Received by: Jenet Pring  
Date: JUN 18 2024  
Time: 3:15 pm.

EXCERPT FROM THE MINUTES OF REGULAR SESSION  
CRPLO-PNOA-471-2024

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Subject: *REQUEST OF APPROVAL OF BARANGAY ORDINANCE FROM BARANGAY TALABA 3: ORDINANCE NO. 03-2024: An ordinance implementing the Citizen's Charter of Barangay Talaba 3, City of Bacoor, Province of Cavite and providing penalties for violations thereof.*

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The 91<sup>st</sup> Regular Session was held last May 20, 2024 at the Session Hall of the Sangguniang Panglungsod. Due to the absence of City Vice Mayor Hon. Rowena Bautista Mendiola for personal reasons, City Councilor and President Pro-Tempore Hon. Reynaldo C. Palabrica presided the Regular Session and was called to order at exactly 10:00 a.m.

Atty. Khalid Atega, Jr., Secretary of the Sangguniang Panlungsod proceeded with the roll call, the approval of the Journal and minutes of the 90<sup>th</sup> Regular Session, and the reading of the referrals to committees of proposed Ordinances, Resolutions, Messages, Communications, Petitions and Memorials.

City Councilor Honorable Catherine Sarino Evaristo moved for the suspension of the internal rules duly seconded by the members of the Sangguniang Panlungsod, the internal rules were suspended.

Upon reading and referral of agenda item No. G.16 PNOA-417-2024 –: *REQUEST OF APPROVAL OF BARANGAY ORDINANCE FROM BARANGAY TALABA 3: ORDINANCE NO. 03-2024: An ordinance implementing the Citizen's Charter of Barangay Talaba 3, City of Bacoor, Province of Cavite and providing penalties for violations thereof.*, City Councilor Hon. Alejandro Gutierrez moved for the approval of the above-mentioned subject matter.

The motion was unanimously seconded by all the Honorable Members of the 5<sup>th</sup> Sangguniang Panlungsod and the above-subject matter was **APPROVED**.



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City Councilor Hon. Roberto Advincula moved for the adjournment of the 91<sup>st</sup> Regular Session duly seconded by the majority of the members of the 5<sup>th</sup> Sangguniang Panlungsod. The regular session was adjourned at exactly 11:45 a.m.

Prepared by:



RONALDO M. VERONA  
Staff

Attested by:



\_\_\_\_\_  
**COUNCILOR REYNALDO C. PALABRICA**  
Chairman  
Rules and Privileges, Laws and Ordinances



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MAGONG PILIPINAS

CGBCR-SPBac-FD03.01

04/05/2024

PNOA 473-2024 – ORDINANCE NO. 03-2024: AN ORDINANCE IMPLEMENTING THE  
CITIZEN'S CHARTER OF BARANGAY TALABA 3, CITY OF BACOOD, PROVINCE OF CAVITE  
AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF.

CITIZENS

CHARTER



BARANGAY

TALABA 3

BACK



## 2. ISSUANCE OF BARANGAY CLERANCE

- SERVICE OFFERED** : (a) Issuance of Business or Barangay Clearance as a requirement or application of the Municipality or City Business Permit
- CLIENTS** : Corporations, Associations, Organizations, Traders, Retailers and the like.
- REQUIREMENTS** :
1. New Application
    - Current year Community Tax Certificate (CTC) of company or owner
    - DT or SEC Registration
  2. Renewal
    - Current year Community Tax Certificate (CTC) of company or owner with Income Declaration
    - DT or SEC Registration

Procedures	Duration	Fees	Responsible Person
Step 1. Go to Barangay Hall, ask the Barangay Clerk for a request slip and fill up the same	3 minutes		Louie Gorobal
Step 2. Submit the request slip together with the requirements	2 minutes		Jean Rose Rogacion Catherina Macabugao
Step 3. Pay Certification fee	5 minutes	20.00	Zarina Miranda Christopher Jacinto
Step 4. Get your Barangay Clearance	If simple, 15 minutes; if complex, needs verification 2 days 5 minutes		Jean Rose Rogacion Catherina Macabugao
<b>Total Response Time (Within the day)</b>	<b>If simple, 25 minutes; If complex, 2 days</b>		

BACK



### 3. COLLECTION OF TAXES, SERVICE FEES OR CHARGES

**SERVICE OFFERED** : (a) Collection taxes on small business with gross sales and receipt of Php 50,000.00 in case of City  
 Barangays and  
 Php 30,000.00 or less for municipal barangays.

Procedures	Duration	Fees	Responsible Person
Step 1. Go to Barangay Hall, ask the Barangay Clerk for a request slip and fill up the same.	3 minutes		Lowe Gorobet
Step 2. Submit the request slip together with the requirements.	2 minutes		Jean Rose Rogacion Catherina Macabugao
Step 3. Pay the required tax and ask for a receipt	5 minutes	20.00	Zanna Miranda Christopher Jacinto
<b>Total Response Time (Within the day)</b>	<b>10 minutes</b>		

**CLIENTS** : Individual/s. (resident or non-resident).  
 Store owners, retailers and the likes.

\*\*\* Base on tax ordinance enacted for the purpose.

**SERVICE OFFERED** : (b) Use of Barangay Facilities and Properties  
**CLIENTS** : Residents, Traders, Sports Players, etc.

Procedures	Duration	Fees	Responsible Person
Step 1. Go to Barangay Hall, ask the Barangay Clerk for a request slip and fill up the same.	3 minutes		Lowe Gorobet
Step 2. Completely fill up the application slip	2 minutes		Jean Rose Rogacion Catherina Miranda
Step 3. Pay the cost of CTC (Cedula)	2 minutes	20.00	Zerina Miranda Christopher Jacinto
Step 4. Get your CTC	2 minutes		Zanna Miranda Christopher Jacinto
<b>Total Response Time (Within the day)</b>	<b>8 minutes</b>		

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**4. ISSUANCE OF COMMUNITY TAXES CERTIFICATE REPRODUCTION OF BARANGAY RECORDS DATA AND SIMILAR DOCUMENT**

**SERVICE OFFERED** : Issuance of CTC  
**CLIENTS** : Residents, Businessmen, Corporations

Procedures	Duration	Fees	Responsible Person
Step 1. Go to Barangay Hall, ask the Barangay Clerk for a request slip and fill up the same	3 minutes		SonnyBoy Landicho
Step 2. Present the requirements	2 minutes		Jean Rose Rogacion
<b>Total Response Time (Within the day)</b>	<b>5 minutes</b>		

**5. ISSUANCE OF CERTIFICATION FOR SENIOR CITIZEN AND SOLO PARENTS AS PRE-REQUISITES FOR THE ISSUANCE OF SENIOR CITIZEN AND SOLO PARENT ID.**

**SERVICE OFFERED** : Issuance of Certification for Senior Citizen and Solo Parent.  
**CLIENTS** : Senior Citizen and Solo Parent  
**REQUIREMENTS** :  
 - Barangay Certification that the applicant is resident of the  
 Barangay TALABA 3  
 - In the case of Senior Citizen, copy of birth certificate  
 - For solo parent, marriage contract and/or copy birth certificate of dependent  
 - Community Tax Certificate  
 - 2pcs. (2x2 ID Picture)

**BACK**





**6. HEALTH SERVICES** – Is a one of the responsibilities of the national agency developed to the LGU. For the Barangays, Health and Social Welfare include maintenance of Barangay Health Center and day care center.

- SERVICE OFFERED** : Immunization (for measles, anti-polio, cholera and etc.)  
**CLIENTS** : Infants and young children  
**REQUIREMENTS** : Proof of Barangay Residency of Parents or guardian

Procedures	Duration	Fees	Responsible Person
Step 1. Go to Barangay Hall, ask the Barangay Clerk for a request slip and fill up the same	2 minutes		Lowe Corobel
Step 2. Present the requirements for assessment	5 minutes		Jean Rose Rogacion Catherina Macabugao
Step 3. Printing/Preparation of Certification			Jean Rose Rogacion Catherina Macabugao
Step 4. Get Certification of Residency (for senior citizen), and verification of the barangay that the former is a solo parent (for solo parent)/your	Senior Citizen, 15 minutes; solo parent; next day	FREE	Jean Rose Rogacion Catherina Macabugao
<b>Total Response Time (Within the day)</b>	Senior citizen, 30 minutes; solo parent, 1 day		

Procedures	Duration	Fees	Responsible Person
Step 1. Go to Barangay Hall or Barangay Health Center and fill-up the request slip	15 minutes		Joan Laurence Custodio Barangay Health Worker
Step 2. For new patients, fill-up the information sheet/patient's profile, and get the health booklet, for old patients, bring the health booklet every visit and present to the attending health worker. Have patient's file updated	For new patients, 15 minutes		Joan Laurence Custodio Barangay Health Worker
Step 3. Get the desired immunization	1 hour	FREE	Michelle Monique Franco Barangay Health Worker
Step 4. Get the schedule for next visit	15 minutes		Michelle Monique Franco Barangay Health Worker
<b>TOTAL RESPONSE TIME NEW PATIENTS OLD PATIENTS (WITHIN THE DAY)</b>	1 hour 45 minutes 1 hour 45 minutes		

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**BACORR PILIPINAS**

CGSCR-SPBac-F003.01

04/05/2024

Procedures	Duration	Fees	Responsible Person
Step 1. Go to Barangay Hall, ask the Lupon Officer and fill-up the Request Slip	5 minutes		Rodolfo Miranda Barangay Justice
Step 2. Present proof that this person requesting Certificate to Bar Action is the Respondent.	10 minutes	100.00	Grace Miranda Chief Justice Emmanuel Trinidad Punong Barangay
Step 3. Get Certification	30 minutes		Carlo Celestino Barangay Justice
<b>Total Response Time (Within the day)</b>	<b>45 minutes</b>		

BACK



**7. ISSUANCE OF KATARUNGANG PAMBARANGAY (KP)  
 CERTIFICATION**

- SERVICE OFFERED** : Issuance of Certificate to File Action  
**CLIENTS** : Complainant or Respondent
- SERVICE OFFERED** : Issuance of Certificate to Bar Action  
**CLIENTS** : **Respondent**
- SERVICE OFFERED** : Issuance of Certificate to Bar Counter-Claim  
**CLIENTS** : **Complainant**
- REQUIREMENT** : Proof of Identity of Proper Party

Procedures	Duration	Fees	Responsible Person
Step 1. Go to Barangay Hall, ask the Lupon Officer and fill-up the Request Slip	5 minutes		Rodolfo Miranda Barangay Justice
Step 2. Present proof that this person requesting CFA at the complainant	10 minutes	50.00	Grace Miranda Chief Justice Emmanuel Trinidad Punong Barangay
Step 3. Get Certification	30 minutes		Benjamin Sto Tomas Barangay Justice
Total Response Time (Within the day)	45 minutes		

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**B. ISSUANCE OF BARANGAY PROTECTION ORDER**

**SERVICE OFFERED** : Issuance of BPO

**CLIENTS** : Offended party, parents or guardian of offended party, ascendants, descendants or collateral relative within 4th civil degree or consanguinity of affinity, DSWD, social worker of LGU, Police Officers, Punong Barangay or Kagawad

Procedures	Duration	Fees	Responsible Person
Step 1. Go to Barangay Hall, ask the Lupon Officer and fill-up the Request Slip	5 minutes		Emmanuel Miranda
Step 2. Present proof that the person requesting Certificate to Bar Counter-Claim is the complainant	10 minutes		Grace Miranda Punong Barangay
Step 3. Get Certification	30 minutes		Manuel ChengCuenca
<b>Total Response Time (Within the day)</b>	<b>45 minutes</b>		

Procedures	Duration	Fees	Responsible Person
Step 1. Victim or petitioner survivor reports incident to the Barangay	2 minutes		Grace Miranda Wilhelm Mamenta
Step 2. Desk Officer refer to PB or Kagawad. PB, or Kagawad interviews victim, records, and advises her to file an application for BPO	2 minutes		Emmanuel Trinidad /Kagawad duty of the day
Step 3. PB/ Kagawad conducts ex parte proceedings for the issuance of BPO	2 minutes		Emmanuel Trinidad /Kagawad duty of the day
Step 4. PB/Kagawad issues BPO by the Punong Barangay. In case BPO is issued by the Kagawad, it should be attested to by the Kagawad that the PB is unavailable	Within the day		Emmanuel Trinidad/Kagawad duty of the day
<b>Total Response Time (Within the day)</b>	<b>Within the day</b>		

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OFFICE OF THE SANGGUNIANG PANLUNGSOD **BAGONG PILIPINAS**  
CGBCR-SPBac-F003.01  
04/05/2024

  
Hendry R. Cagulat  
SB Member

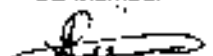
  
Benigno Y. Abrenica  
SB Member

  
Murphy N. Patingan  
SB Member

  
Percy L. Taniegra  
SB Member

  
Gina E. Doctor  
SB Member

  
Celso C. Banas Jr.  
SB Member

  
Angelo A. Sierra  
SB Member

CERTIFIED BY:

  
Catherine D. Macabugao  
Barangay Secretary

ATTESTED BY:  
  
Emmanuel T. Trinidad  
Punong Barangay

BACK





**SAMPLE REQUEST**

Province of Cavite  
City of Bacoor  
BARANGAY TALABA 3

Request Slip No. \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Age \_\_\_\_\_  
Civil Status \_\_\_\_\_  
Purpose \_\_\_\_\_

Service requested.

- Issuance of Barangay Certification
- Issuance of Barangay Clearance
- Issuance of Community Tax Certificate(Cedula)
- Reproduction of Brgy. Records, Data and Similar Documents
- Issuance of Certification for Senior Citizen and Solo Parent
- Issuance of Katarungang Pambarangay (KP) Certification

Request Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Reason for disapproval: \_\_\_\_\_

\_\_\_\_\_  
Punong Barangay

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