



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
Municipality of Siayan



OFFICE OF THE SANGGUNIAN BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIAN BAYAN OF
SIAYAN, ZAMBOANGA DEL NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE 16TH DAY
OF FEBRUARY, 2015.

PRESENT:

Hon. Nilo T. Pollescas, Floor Leader, Temporary Presiding Officer,	Sangguniang Bayan Member
Hon. Norma R. Labastida,	-do-
Hon. Primitivo D. Castillo,	-do-
Hon. Oliver A. Romero,	-do-
Hon. Felizardo I. Gayapa, Sr.,	-do-
Hon. Raul P. Dominise,	-do-
Hon. Rico V. Jamisola,	-do-
Hon. Ma. Roselyn G. Secretario,	-do-
Hon. Johna Glenn B. Atuy, ABC President,	-do-

ABSENT:

Hon. Daisy A. Limbang, Presiding Officer,	Municipal Vice Mayor
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**"MUNICIPAL ORDINANCE NO. 15-04
Series of 2015**

PREFATORY STATEMENT

Republic Act 7160 (RA 7160) known as the Local Government Code of 1991 provides the taxing and other revenue-raising powers of the local government units. In conformance thereto, the local government unit of this municipality through the Office of the Sangguniang Bayan formulated Municipal Revenue Code under Ordinance No. 00-002, Series of 2000 and constantly updated every five (5) years for adjustment of taxes, fees, charges and other impositions and lastly it was revised under Municipal Ordinance No. 12-01, Series of 2012.

Further, RA 7160 empowered the local government Units to impose Secretary's/Documentary fees and charges to any person requesting copies of official records/documents from the different offices of the local government.

Secretary's fees had been imposed in the Local Government of this municipality authorized under Municipal Ordinance No. 12-01, Series of 2012 known as the Municipal Revenue Code, however, it was collected generally and no detailed description of documents by office hence this enactment.

BE IT ORDAINED BY the Sangguniang Bayan in session assembled:

SECTION I. TITLE. This shall be known as **"MUNICIPAL REVENUE ORDINANCE IMPOSING SECRETARY'S/DOCUMENTARY SERVICE FEES AND CHARGES FROM THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE AMENDING ARTICLE A, SECTIONS 110-112, CHAPTER IV OF MUNICIPAL ORDINANCE NO. 12-01, KNOWN AS THE MUNICIPAL REVENUE CODE"**.

SECTION II. IMPOSITION OF FEES AND CHARGES: There shall be collected the following Secretary's/Documentary service fees and charges from every person requesting for copies of official records/ documents from the offices of the Local Government Unit of this municipality at the following rates:

1. MAYOR'S OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	100.00
2.	Mayor's Clearance:	
	a) For Local Purposes	75.00
	b) For Travel Abroad	150.00
	a) For Firearm License	150.00
3.	Certification:	
	a) For Local Purposes	50.00
	b) For Travel Abroad	150.00
4.	Retirement/Maternity/Leave Clearance	100.00
5.	Others	100.00

2. VICE MAYOR's OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	100.00
2.	Certifications	100.00
3.	Others	100.00

3. SANGGUNIANG BAYAN/ LEGISLATIVE STAFF OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Certifications	50.00
3.	Others	50.00

4. ACCOUNTING's OFFICE:

	Particulars	Amount of Fee
	Certified True Copy	50.00
	Certification Fee	50.00
	Others	50.00

5. AGRICULTURE's OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Certification Fee	50.00
3.	Field Inspection/Evaluation Report Fee	150.00
4.	Others	50.00

6. VETERINARY's OFFICE:

1.	Certified True Copy	50.00
2.	Certification:	
	a) Health	50.00
	b) Vaccination	50.00
3.	Shipping Permit:	
	a) Large Cattle (1 or more)	100.00/shipment
	b) Hogs/Small Ruminants:	
	i. 2 heads and below	75.00/shipment
	ii. 3 heads and above	100.00/shipment
	c) Game fowl	10.00/head
	d) Poultry:	
	i. 2 heads and below	10.00/shipment
	ii. 3 heads and above	20.00/shipment
	e) Table Eggs	50.00/shipment
4.	Registration of Dogs	50.00/dog
5.	Others	50.00

7. ASSESSOR's OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Certified Reproduced Copy:	
	a. Tax Declaration	50.00
	b. Map	50.00
3.	Processing Fee (per Tax Declaration)	50.00
4.	Certification Fee	50.00
5.	Records Verification Fee	50.00
6.	Field Inspection Fee	300.00
7.	Others	50.00

8. CIVIL REGISTRY OFFICE:

	Particulars	Amount of Fee
	Certified True Copy	50.00
	Certification Fee	50.00
	Others	50.00

9. ENVIRONMENT AND NATURAL RESOURCES OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Certification Fee	50.00
3.	Others	50.00

10. ENGINEERING's OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	
	a) Building Permit	100.00
	b) Certificate of Use/Occupancy	100.00
	c) Certificate of Damage	100.00
	d) Electrical Permit/Certificate	100.00
	e) Certificate of Operation	100.00
2.	Issuance of the following:	
	a) Certificate of Damage	100.00
	b) Certificate of Gas Meter Installation	100.00
3.	Other Certifications	100.00
4.	Building Tag:	
	a) Residential with Sticker (Yellow)	100.00
	b) Commercial with Sticker (Red)	100.00
	c) Institutional with Sticker (Blue)	100.00
	d) Industrial with Sticker (Violet)	100.00
5.	Others	100.00

11. GENERAL SERVICES OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Certification	50.00
3.	Auction Form	50.00
4.	Others	50.00

12. LIBRARY:

	Particulars	Amount of Fee
1.	Membership Fee	50.00
2.	Membership I.D.	10.00

3.	Additional Fees:	
	b) Borrower's Card	5.00
	c) Fine for overdue book	5.00/day
4.	Photocopying Services:	
	a) Short Bond Paper	1.50
	b) Long Bond Paper	2.00
5.	Internet Fee	10.00/hour
6.	Printing Services:	
	a) Black color	5.00/copy
	b) Colored	7.00/copy
7.	Others	50.00

13. HUMAN RESOURCE MANAGEMENT (HRM) DIVISION:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Certification Fee	50.00
3.	Service Records	50.00
4.	Oath of Office	50.00
5.	Others	50.00

14. PESO:

	Particulars	Amount of Fee
1.	Special Recruitment Authority:	
	a) Overseas (Not more than 15 days)	100.00
	b) Local	50.00
2.	Certifications:	
	a) Pre-employment Seminar for Local Applicants	50.00
3.	Pre-Departure Orientation Seminar for Local Applicants	50.00
	Employment Certificate (for SPES)	
4.	Certificate of Membership:	
	a) Tribal	100.00
	b) Overseas Filipino Worker	200.00
	c) Skilled Workers who have undergone training with the LGU	150.00
5.	Service Fee	50.00
6.	Others	50.00
	NOTE: No fees shall be collected during Jobs Fair.	

15. PLANNING AND DEVELOPMENT OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Certified Reproduced Copy of:	
	a) Zoning Ordinance	
	i. Map (report size)	75.00
	ii. Others	50.00
3.	Field Inspection/Evaluation Report Fee:	
	a) Zoning	
	i. Standard Plan	200.00
	ii. Indigenous Material (below 20 sq.m. area)	100.00
	b) Subdivision	300.00
4.	Annual Locational Inspection Fee (Special/Industrial Establishments):	
	a) Memorial Park	50.00
	b) Banana Chips Factory	200.00
	c) Veneer Plant	200.00

	d) Feed Mill	200.00
	e) Cell Site	500.00
	f) Pallet Maker	100.00
	g) Poultry and Piggery	200.00
	h) Rice and Corn Mill	200.00
	i) Sawmill/Lumber	150.00
	j) Junkshop	150.00
	k) Home Occupation (e.g.baking)	150.00
	l) Others	150.00

16. TOURISM OFFICE:

	Particulars	Amount of Fee
1.	Certificate of Accreditation	150.00
2.	Others	50.00

17. SOCIAL WELFARE AND DEVELOPMENT OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Clearance	50.00
3.	Certification:	
	a) Senior Citizen Membership	50.00
	b) Senior Citizen Lost of I.D.	50.00
	c) Minors Traveling Locally	50.00
	d) Eligibility for Loan Application to SSS or GSIS (in cases of calamity or disaster)	50.00
	e) Issued to PAO	50.00
4.	Case Study	100.00
5.	Others	50.00

18. TREASURER's OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Clearances	50.00
3.	Certifications	50.00
4.	Others	50.00

19. LICENSE DIVISION:

	Particulars	Amount of Fee
1.	Certified True Copy	50.00
2.	Certification Fee	50.00
3.	Retirement of Business	100.00
4.	Change Address of Business Establishment	75.00
5.	Change of Trade/Business Name	75.00
6.	Request for Documents	50.00
7.	Reissuance of I.D. Cards	100.00

20. LOCAL POLICE OFFICE:

	Particulars	Amount of Fee
1.	Certified True Copy (Police Blotter):	
	a) Police/Traffic Investigation Report	50.00
	b) Fire Incident Report (For Insurance purposes)	50.00
	c) Lost Driver's License	50.00
	d) Lost Cert of Registration & Official Receipt	50.00

e) Lost Vehicle Plate	50.00
f) Lost Student Permit	50.00
Others	50.00

SECTION III. EXEMPTION. The fees and charges herein imposed shall not be collected for copies furnished to other offices and/or branches of the government for official business, except for those copies required by the Court at the request of the litigant, in which case, charges shall be in accordance with the above-mentioned schedule.

SECTION IV. TIME AND MANNER OF PAYMENT. The payments of fees and charges shall be made first to the Municipal Treasurer at the time of the request. The requesting party will present the official receipt prior the issuance of a copy of any municipal record or document from the respective offices.

SECTION V. APPLICABILITY CLAUSE. That this Ordinance is form-part of the Municipal Revenue Code of this municipality.

SECTION VI. REPEALING CLAUSE. That Sections 110-112, Article A, Chapter IV of Municipal Ordinance No. 12-01, Series of 2012, known as the Municipal Revenue Code is hereby repealed.

SECTION VII. PENALTY CLAUSE. That any violation of this ordinance both the employees and clients shall be penalized in the amount of P500.00 pesos and/or shall be sued for an administrative or criminal cases.

SECTION VIII. EFFECTIVITY. This Ordinance shall take effect upon approval of the Sangguniang Panlalawigan in the province of Zamboanga del Norte, publication in local circulation and posting of copies at Three (3) conspicuous places.

ENACTED this 16th day of February, 2015.

I HEREBY CERTIFY to the correctness of the above-quoted ordinance

WILFREDO Q. DOMPALES
Sangguniang Bayan Secretary

**CERTIFIED CORRECT
AND ATTESTED:**

NILO T. POLLESCAS
Sangguniang Bayan Member
(Temporary Presiding Officer)

APPROVED:

FLORA L. VILLAROSA
Municipal Mayor

Date: 2/15/15