

# MUNICIPAL REVENUE CODE

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## MUNICIPAL REVENUE CODE

Republic of the Philippines  
Province of CAGAYAN  
Municipality of AMULUNG

Municipal Ordinance No. 04  
Series of 2024

# REVENUE CODE OF THE MUNICIPALITY OF AMULUNG PROVINCE OF CAGAYAN

Be it ordained by the Sangguniang Bayan of the Municipality of Amulung, Province of Cagayan, that

## CHAPTER 1. GENERAL PROVISIONS

### Article A. Short Title and Scope

**Section 1A.01. Short Title.** This ordinance shall be known as the Revenue Code of the Municipality of Amulung, Province of Cagayan.

**Section 1A.02. Scope and Application.** This Code shall govern the levy, assessment, and collection of taxes, fees, charges and other impositions within the territorial jurisdiction of this municipality.

### Article B. Construction of Provisions

**Section 1B.01. Words and Phrases Not Herein Expressly Defined.** Words and phrases embodied in this Code not herein specifically defined shall have the same definitions as found in RA 7160, otherwise known as the Local Government Code of 1991.

**Section 1B.02. Rules of Construction.** In construing the provisions of this Code, the following rules of construction shall be observed unless inconsistent with the manifest intent of the provisions.

(a) *General Rules.* All words and phrases shall be construed and understood according to the common and approved usage of the language; but the technical words and phrases and such other words in this Code which may have acquired a peculiar or appropriate meaning shall be construed and understood according to such technical, peculiar or appropriate meaning.

(b) *Gender and Number.* Every word in the Code importing the masculine gender shall extend to both male and female. Every word importing the singular number shall apply to several persons or things as well; and every word importing the plural number shall extend and be applied to one person or thing as well.

(c) *Reasonable Time.* In all cases where any act is required to be done within the reasonable time, the same shall be deemed to mean such time as may be necessary for the prompt performance of the act.

(d) *Computation of Time.* The time within which an act is to be done as provided in this Code, or in any rule or regulation issued pursuant to the provisions thereof, when expressed in

days, shall be computed by excluding the first day and including the last day, except if the last day falls on a Sunday or holiday, in which case the same shall be excluded in the computation and the business day following shall be considered the last day.

(e) *References.* All references to chapters, articles, or sections are to the Chapters, Articles or Sections in this Code unless otherwise specified.

(f) *Conflicting Provisions of Chapters.* If the provisions of different chapters conflict with or contravene each other, the provisions of each chapter shall prevail as to all specific matters and questions involved therein.

(g) *Conflicting Provisions of Sections.* If the provisions of the different sections in the same article conflict with each other, the provisions of the Section which is the last in point of sequence shall prevail.

## **Article C. Definition of Terms**

**Section 1C.01. Definitions.** When used in this Code.

(a) *Business* means trade or commercial activity regularly engaged in as a means of livelihood or with a view to profit;

(b) *Charges* refer to pecuniary liability, as rents or fees against persons or property;

(c) *Cooperative* is a duly registered association of persons, with a common bond of interest, who have voluntarily joined together to achieve a lawful, common, social, or economic end, making equitable contributions to the capital required and accepting a fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principles.

(d) *Corporations* includes partnerships, no matter how created or organized, joint-stock companies, joint accounts (cuentas en participación), associations or insurance companies but does not include general professional partnerships and a joint venture or consortium formed for the purpose of undertaking construction projects or engaging in petroleum, coal, geothermal, and other energy operations or consortium agreement under a service contract with the government. General professional partnerships are partnerships formed by persons for the sole purpose of exercising their common profession, no part of the income of which is derived from engaging in any trade or business;

The term "resident foreign" when applied to a corporation means a foreign corporation not otherwise organized under the laws of the Philippines but engaged in trade or business within the Philippines.

(e) *Countryside and Barangay Business Enterprise* refers to any business entity, association, or cooperative registered under the provisions of RA 6810, otherwise known as Magna Carta for Countryside and Barangay Business Enterprises (Kalakalan 20);

(f) *Fee* means a charge fixed by law or ordinance for the regulation or inspection of a business or activity. It shall also include charges fixed by law or agency for the services of a public officer in the discharge of his official duties;

(g) *Franchise* is a right or privilege, affected with public interest that is conferred upon private persons or corporations, under such terms and conditions as the government and its political

subdivisions may impose in the interest of public welfare, security and safety;

(h) *Gross Sales or Receipts* include the total amount of money or its equivalent representing the contract price, compensation or service fee, including the amount charged or materials supplied with the services and deposits or advance payments actually received during the taxable quarter for the services performed or to be performed for another person excluding discounts if determinable at the time of sales, sales return, excise tax, and value added tax (VAT);

(i) *Levy* means an imposition or collection of an assessment, tax, fee, charge, or fine.

(j) *License or Permit* is a right or permission granted in accordance with law or by a competent authority to engage in some business or occupation or to engage in some transactions.

(k) *Municipal Waters* include not only streams, lakes and tidal waters within the municipality, not being the subject of private ownership and not comprised within the national parks, public forest, timber lands, forest reserves or fishery reserves, but also marine waters included between two lines drawn perpendicularly to the general coastline from points where boundary lines of the municipality or city touch the sea at low tide and a third line parallel with the general coastline and fifteen (15) kilometers from it. Where two (2) municipalities are so situated on the opposite shores that there is less than fifteen (15) kilometers of marine waters between them, the third line shall be equally distant from opposite shores of the respective municipalities;

(l) *Operator* includes the owner, manager, administrator, or any other person who operates or is responsible for the operation of a business establishment or undertaking.

(m) *Privilege* means a right or immunity granted as a peculiar benefit, advantage or favor.

(n) *Persons* mean every natural or juridical being, susceptible of rights and obligations or of being the subject of legal relations;

(o) *Rental* means the value of the consideration, whether in money, or otherwise, given for the enjoyment or use of a thing.

(p) *Residents* refer to natural persons who have their habitual residence in the province, city, or municipality where they exercise their civil rights and fulfill their civil obligations, and to juridical persons for which the law or any other provision creating or recognizing them fixes their residence in a particular province, city or municipality. In the absence of such laws, juridical persons are residents of the province, city or municipality where they have their legal residence or principal place of business or where they conduct their principal business or occupation;

(q) *Revenue* includes taxes, fees and charges that a state or its political subdivision collects and receives into the treasury for public purposes.

(r) *Services* mean the duties, work or functions performed or discharged by a government officer, or by a private person contracted by the government, as the case may be.

(s) *Tax* means an enforced contribution, usually monetary in form, levied by the law making body on persons and property subject to its jurisdiction for the precise purpose of supporting governmental needs.

(t) *Vessels* include every type of boat, craft or other artificial contrivance, capable of being used, as a means of transportation on water.

## CHAPTER II. TAXES ON BUSINESS

### Article A. Graduated Tax on Business

#### Section 2A.01. Definitions. When used in this Article.

(a) *Advertising Agency* includes all persons who are engaged in the business of advertising for others by means of billboards, posters, placards, notices, signs, directories, pamphlets, leaflets, handbills, electric or neon lights, airplanes, balloons or other media, whether in pictorial or reading form.

(b) *Agricultural Products* include the yield of the soil, such as corn, rice, wheat, rye, hay, coconut, sugarcane, tobacco, root crops, vegetables, fruits, flowers, and their by-products; ordinary salt; all kinds of fish; poultry; and livestock and animal products, whether in their original form or not;

The phrase "whether in their original form or not" refers to the transformation of said products by the farmer, fisherman, producer or owner through the application of processes to preserve or otherwise to prepare said products for the market such as freezing, drying, salting, smoking, or stripping for purposes of preserving or otherwise preparing said products for the market; to be considered an agricultural product whether in its original form or not, its transformation must have been undertaken by the farmer, fisherman, producer or owner.

Agricultural products as defined include those that undergo not only simple but even sophisticated processes employing advanced technological means in packaging like dressed chicken or ground coffee in plastic bags or Styrofoam or other packaging materials intended to process and prepare the products for the market.

The term by-products shall mean those materials which in cultivation or processing of an article remain over, and which are still of value and marketable, like copra cake from copra or molasses from sugar cane;

(c) *Amusement* is a pleasurable diversion and entertainment. It is synonymous to relaxation, avocation, pastime, or fun;

(d) *Amusement Places* include theaters, cinemas, concert halls, circuses and other places of amusement where one seeks admission to entertain oneself by seeing or viewing the show or performance;

(e) *Banks and other Financial Institutions* include non-bank financial intermediaries, lending investors, finance and investment companies, pawnshops, money shops, insurance companies, stock markets, stock brokers, and dealers in securities and foreign exchange, as defined under applicable law, or rules and regulations thereunder;

(f) *Brewer* includes all persons who manufacture fermented liquors of any description for sale or delivery to others but does not include manufacturers of tuba, basi, tapuy or similar domestic fermented liquors, whose daily production does not exceed two hundred, gauge liters.

(g) *Business Agent* includes all persons who act as agents of others in the transaction of business with any public officer, as well as those who conduct collecting, advertising, employment, or private detective agencies.

(h) *Cabaret/Dance Hall* includes any place or establishment where dancing is permitted to the public in consideration of any admission, entrance, or any other fee paid, on or before, or after the dancing, and where professional hostesses or dancers are employed.

(i) *Capital Investment* is the capital that a person employs in any undertaking, or which he contributes to the capital of a partnership, corporation, or any other juridical entity or association in a particular taxing jurisdiction;

(j) *Carinderia* refers to any public eating place where food already cooked are served at a price.

(k) *Cockpit* includes any place, compound, building or portion thereof, where cockfights are held, whether or not money bets are made on the results of such cockfights.

(l) *Contractor* includes persons, natural or juridical, not subject to professional tax under Section 139 of the Local Government Code of 1991, whose activity consists essentially of the sale of all kinds of services for a fee, regardless of whether or not the performance of the service calls for the exercise or use of the physical or mental faculties of such contractor or his employees;

As used in this Article, the term "contractor" shall include general engineering, general building and specially contractors as defined under applicable laws, filling, demolition and salvage works contractors; proprietors or operators of mine drilling apparatus; proprietors or operators of dockyards; persons engaged in the installation of water system, and gas or electric light, heat, or establishments; proprietors or operators of smelting plants; engraving plating and plastic lamination establishments; proprietors or operators of establishments for repairing, repainting, upholstering, washing or greasing of vehicles, heavy equipment, vulcanizing, recapping and battery charging; proprietors or operators of furniture shops and establishments for planning or surfacing and re-cutting of lumber and sawmills under contract to saw or cut logs belonging to others; proprietors or operators of dry-cleaning or dyeing establishments, steam laundries, and using washing machines; proprietors or owners of shops for the repair of any kind of mechanical and electrical devices; instruments, apparatus, or furniture and shoe repairing by machine or any mechanical and electrical devices; proprietors or operators of establishments or lots for parking purposes; proprietors or operators of tailor shops, dress shops, milliners and hatters, beauty parlors, barbershops, massage clinics, sauna, Turkish and Swedish baths, slenderizing and body-building saloon and similar establishments; photographic studios; funeral parlors; proprietors or operators of hotels, motels, and lodging houses; proprietors or operators of arrastre and stevedoring, warehousing, or forwarding establishments; master plumbers, smiths and house or sign painters; printers, bookbinders, lithographers, publishers except those engaged in the publication or printing of any newspaper, magazine, review or bulletin which appears at regular intervals with fixed prices for subscription and sale and which is not devoted principally to the publication of advertisements; business agents, private detectives or watchman agencies; commercial and immigration brokers; cinematographic film owners, lessors and distributors.

The term "contractor" shall also include, but shall not be limited to, tax subjects enumerated under Section 19 of Presidential Decree No. 231, but which are no longer included in the enumeration of "contractor" under Section 131 of Republic Act No. 7160, viz.: welding shops, service stations, white/blue, printing, recopying, or photocopying services, assaying laboratories, advertising agencies, shops for shearing animals, vaciador shops, stables, construction of motor vehicles, animal drawn vehicles, and/or tricycles, lathe machine shops, furniture shops, and proprietors of bulldozers and other heavy equipment available to others for consideration.

(m) *Dealer* means one whose business is to buy and sell merchandise, goods and chattels

as a merchant. He stands immediately between the producer or manufacturer and the consumer and depends for his profit not upon the labor he bestows upon his commodities but upon the skill and foresight with which he watches the market;

(n) *Importer* means any person who brings articles, goods, wares or merchandise of any kind or class into the Philippines from abroad for unloading therein, or which after entry are consumed herein or incorporated into the general mass of property in the Philippines. In case of tax-free articles, brought or imported into the Philippines by persons, entities or agencies exempt from tax which are subsequently sold, transferred or exchanged in the Philippines to non-exempt private persons or entities, the purchaser or recipient shall be considered the importer thereof.

(o) *Manufacturer* includes every person who, by physical or chemical process, alters the exterior texture or form or inner substance of any such raw materials or manufactured or partially manufactured product in such manner as to prepare it for special use or uses to which it could not have been put in its original condition, or who by any such process, alters the quality of any such raw material or manufactured or partially manufactured products so as to reduce its marketable shape or prepare it for any of the use of industry, or who by any such process, combines any raw material or manufactured products with other materials or products of the same or of different kinds and in such manner that the finished products of such process or manufacture can be put to a special use or uses to which such raw material or manufactured or partially manufactured in their original condition could not have been put, and who in addition, alters such raw material or manufactured or partially manufactured products, or combines the same to produce such finished products for the purpose of their sale or distribution to others and for his own use for consumption;

(p) *Marginal Farmer or Fisherman* refers to individuals engaged in subsistence farming or fishing which shall be limited to the sale, barter or exchange of agricultural or marine products produced by himself and his immediate family and whose annual net income from such farming or fishing does not exceed Fifty Thousand Pesos ( 50,000.00) or the poverty line established by NEDA for the particular region or locality, whichever is higher;

(q) *Motor Vehicle* means any vehicle propelled by any power other than muscular power using the public roads, but excluding road rollers, trolley cars, street sweepers, sprinklers, lawn mowers, bulldozers, graders, forklifts, amphibian trucks, and cranes if not used on public roads, vehicles that run only on rails or tracks, tractors, trailers, and traction engines of all kinds used exclusively for agricultural purposes;

(r) *Peddler* means any person who, either for himself or on commission, travels from place to place and sells his goods or offers to sell and deliver the same. Whether a peddler is a wholesale peddler or retail peddler of a particular commodity shall be determined from the definition of wholesale dealer or retail dealer as provided in this Ordinance;

(s) *Public Market* refers to any place, building, or structure of any kind designated as such by the local board or council, except public streets, plazas, parks, and the like.

(t) *Rectifier* comprises every person who rectifies, purifies, or refines distilled spirits or wines by any process other than by original or continuous distillation from mash, wort, wash, sap, or syrup through continuous closed vessels and pipes until the manufacture thereof is complete. Every wholesale or retail liquor dealer who has in his possession any still or mash tub, or who keeps any other apparatus for the purpose of distilling spirits, or in any manner refining distilled spirits, shall also be regarded as a rectifier and as being engaged in the business of rectifying.

(u) *Restaurant* refers to any place which provides food to the public and accepts orders from them at a price. This term includes caterers.

(v) *Retail* means a sale where the purchaser buys the commodity for his consumption, irrespective of the quantity of the commodity sold;

(w) *Vessel* includes every type of boat, craft, or other artificial contrivances used, or capable of being used, as a means of transportation on water.

(x) *Wharfage* means a fee assessed against the cargo of a vessel engaged in foreign or domestic trade based on quantity, weight, or measure received and/or discharged by vessel;

(y) *Wholesale* means a sale where the purchaser buys or imports the commodities for resale to persons other than the end user regardless of the quantity of the transaction.

**Section 2A.02. Imposition of Tax.** There is hereby imposed on the following persons who establish, operate, conduct or maintain their respective business within the municipality a graduated business tax in the amounts hereafter prescribed:

(a) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders or liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:

<u>Amount of Gross Sales/Receipts For the Preceding Calendar Year:</u>	<u>Tax Per Annum</u>
Less than 10,000.00	220.00
10,000.00 or more but less than 15,000.00	292.50
15,000.00 or more but less than 20,000.00	401.50
20,000.00 or more but less than 30,000.00	585.20
30,000.00 or more but less than 40,000.00	877.80
40,000.00 or more but less than 50,000.00	1,097.80
50,000.00 or more but less than 75,000.00	1,756.70
75,000.00 or more but less than 100,000.00	2,195.60
100,000.00 or more but less than 150,000.00	2,928.20
150,000.00 or more but less than 200,000.00	3,659.70
200,000.00 or more but less than 300,000.00	5,123.80
300,000.00 or more but less than 500,000.00	7,320.50
500,000.00 or more but less than 750,000.00	10,648.00
750,000.00 or more but less than 1,000,000.00	13,310.00
1,000,000.00 or more but less than 2,000,000.00	16,637.50
2,000,000.00 or more but less than 3,000,000.00	18,301.80
3,000,000.00 or more but less than 4,000,000.00	26,353.80
4,000,000.00 or more but less than 5,000,000.00	30,746.10
5,000,000.00 or more but less than 6,500,000.00	32,443.40
6,500,000.00 or more	At a rate not exceeding forty two and one fourth (42.25% of one percent (1%))

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

(b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Gross Sales/Receipts for the  
Preceding Calendar Year

Amount of Tax Per Annum

Less than 1,000.00	24.20
1,000.00 or more but less than 2,000.00	44.00
2,000.00 or more but less than 3,000.00	67.10
3,000.00 or more but less than 4,000.00	95.70
4,000.00 or more but less than 5,000.00	133.10
5,000.00 or more but less than 6,000.00	167.20
6,000.00 or more but less than 7,000.00	190.30
7,000.00 or more but less than 8,000.00	220.00
8,000.00 or more but less than 10,000.00	248.60
10,000.00 or more but less than 15,000.00	292.60
15,000.00 or more but less than 20,000.00	366.20
20,000.00 or more but less than 30,000.00	440.00
30,000.00 or more but less than 40,000.00	561.00
40,000.00 or more but less than 50,000.00	878.90
50,000.00 or more but less than 75,000.00	1,317.80
75,000.00 or more but less than 100,000.00	1,718.20
100,000.00 or more but less than 150,000.00	2,489.30
150,000.00 or more but less than 200,000.00	3,220.80
200,000.00 or more but less than 300,000.00	4,392.30
300,000.00 or more but less than 500,000.00	5,909.20
500,000.00 or more but less than 750,000.00	8,784.60
750,000.00 or more but less than 1,000,000.00	11,712.80
1,000,000.00 or more but less than 2,000,000.00	13,310.00
2,000,000.00 or more	At a rate not exceeding fifty percent (55%) of one percent (1%)

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for.

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil and cooking gas;
- (4) Laundry soap, detergents, and medicine;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (6) Poultry feeds and other animal feeds;
- (7) School supplies; and
- (8) Cement

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

(d) On retailers.

<u>Gross Sales/Receipts for the Preceding year</u>	<u>Rate of Tax Per Annum</u>
400,000.00 or less	2.50%
More than 400,000.00	1.30%

The rate of two percent (2.5%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one percent (1.3%) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P 400,000.00).

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Thirty Thousand Pesos (P 30,000.00) subject to existing laws and regulations.

(e) On contractors and other independent contractors in accordance with the following schedule.

<u>Gross Sales/Receipts for the Preceding Calendar Year</u>	<u>Amount of Tax Per Annum</u>
Less than 5,000.00	36.30
5,000.00 or more but less than 10,000.00	81.40
10,000.00 or more but less than 15,000.00	138.60
15,000.00 or more but less than 20,000.00	220.00
20,000.00 or more but less than 30,000.00	366.30
30,000.00 or more but less than 40,000.00	645.70
40,000.00 or more but less than 50,000.00	732.60
50,000.00 or more but less than 75,000.00	1,171.50
75,000.00 or more but less than 100,000.00	1,756.70
100,000.00 or more but less than 150,000.00	2,635.60
150,000.00 or more but less than 200,000.00	3,513.40
200,000.00 or more but less than 250,000.00	4,813.20
250,000.00 or more but less than 300,000.00	6,149.00
300,000.00 or more but less than 400,000.00	8,199.40
400,000.00 or more but less than 500,000.00	10,981.30
500,000.00 or more but less than 750,000.00	12,312.30
750,000.00 or more but less than 1,000,000.00	13,643.30
1,000,000.00 or more but less than 2,000,000.00	14,974.30
2,000,000.00 or more	At a rate not exceeding fifty percent (55%) of one percent (1%)

**Provided, that in no case shall the tax on gross sales of P2,000,000.00 or more be less than P14,974.30.**

**For purposes of this section, the tax on multi-year projects undertaken general engineering, general building, and specialty contractors shall initially be based on the**

**total contract price, payable in equal annual installments within the project term.**

**Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts for the preceding calendar years and the deficiency tax, if there be any, shall be collected as provided in this Code or the excess tax payment shall be refunded.**

***In cases of projects completed within the year, the tax shall be based upon the contract price and shall be paid upon the issuance of the Mayor's Permit.***

(f) On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

(g) On any business establishment which the Sangguniang Bayan concerned may deem proper to tax provided that on any business subject to excise, vat or percentage tax under the National Internal Revenue Code as Amended, the rate of tax shall not exceed 2.5% and 1.3% of gross sales or receipts of the preceding year on the businesses hereunder enumerated:

1. Vulcanizing, welding and battery charging shop
2. Furniture shop
3. Bakery
4. Tailor and Dressmaking shop
5. Noodles Factory
6. Hollow blocks making/Manufacturing
7. Water seal, toilet bowl making
8. Electrical and automotive repair shop
9. Photo studio and Xerox/photocopying
10. Beauty Parlor and Barber shop
11. Funeral parlor
12. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, carinderias or food caterers;
13. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments.
14. Commission agents
15. Lessors, dealers, brokers of real estate;
16. On travel agencies and travel agents
17. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums
18. Subdivision owners/ Private Cemeteries and Memorial Parks
19. Privately-owned markets;
20. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
21. Operators of Cable Network System

- 22. Operators of computer services establishment
- 23. General consultancy services
- 24. All other similar activities consisting essentially of the sales of services for a fee.

(h) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of one hundred sixty-five pesos (P165.00) annually.

Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or retailers enumerated under Section 141 of R.A. 7160 shall be exempt: from the peddlers tax herein imposed.

The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before engaging in such activity.

### **Article B. Fixed tax on Businesses**

(j) On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this municipality under a certificate of public convenience and necessity or similar franchises:

Air-conditioned buses	500.00 per unit/year
Buses without air conditioning	500.00 per unit/year
"Mini" buses	500.00 per unit/year
Jeepneys/Vans	200.00 per unit/year
Sticker/vehicle	50.00

**Section 2A.03. Presumptive Income Level.** For every tax period, the Treasurer's Office shall prepare a stratified schedule of "presumptive income level" to approximate the gross receipt of each business classification.

**Section 2A.04. Exemption.** Business engaged in the production, manufacture, refining, distribution or sale of oil, gasoline, and other petroleum products shall not be subject to any local tax imposed in this Article.

**Section 2A.05. Tax on Newly-Started Business.** In the case of a newly started business under this Section, the tax shall be one-twentieth of one percent (1/20 of 1%) of the capital investment. In the succeeding calendar year, regardless of when the business started to operate, the tax shall be based on the gross receipts for the preceding calendar year or any fraction thereof, as provided in the pertinent schedules in this Article.

### **Article C. Situs of Tax**

**Section 2C.01. Situs of the Tax.**

(a) For purposes of collection of the business tax under the "situs" of the tax law, the following definition of terms and guidelines shall be strictly observed:

- 1. Principal Office - the head or main office of the businesses appearing in the pertinent documents submitted to the Securities and Exchange Commission, or the Department of Trade and Industry, or other appropriate agencies as the case may be.

The city or municipality specifically mentioned in the articles of the incorporation or official registration papers as being the official address or said principal office shall be considered as the situs thereof.

In case there is a transfer or relocation of the principal office to another city or municipality, it shall be the duty of the owner, operator or manager of the business to give due notice of such transfer or relocation to the local chief executives of the cities or municipalities concerned within fifteen (15) days after such transfer or relocation is effected.

2. Branch or Sales Office - a fixed place in a locality which conducts operations of the businesses as an extension of the principal office. However, offices used only as display areas of the products where no stocks or items are stored for sale, although orders for the products may be received thereat, are not branch or sales offices as herein contemplated. A warehouse which accepts orders and/or issues sales invoices independent of a branch with sales office shall be considered as a sales office.

3. Warehouse - a building utilized for the storage of products for sale and from which goods or merchandise are withdrawn for delivery to customers or dealers, or by persons acting on behalf of the business. A warehouse that does not accept orders and/or issue sales invoices as aforementioned shall not be considered a branch or sales office.

4. Plantation - a tract of agricultural land planted to trees or seedlings whether fruit bearing or not, uniformly spaced or seeded by broadcast methods or normally arranged to allow highest production. For purpose of this Article, inland fishing ground shall be considered as plantation.

5. Experimental Farms - agricultural lands utilized by a business or corporation to conduct studies, tests, researches or experiments involving agricultural, agri-business, marine or aquatic livestock, poultry, dairy and other similar products for the purpose of improving the quality and quantity of goods and products.

However, on-site sales of commercial quantity made in experimental farms shall be similarly imposed the corresponding tax under paragraph (b), Section 2A.02 of this Ordinance.

(b) Sales Allocation

1. All sales made in a locality where there is branch or sales office or warehouse shall be recorded in said branch or sales office or warehouse and the tax shall be payable to the city or municipality where the same is located.

2. In cases where there is no such branch, sales office, plant or plantation in the locality where the sale is made, the sale shall be recorded in the principal office along with the sale made by said principal office and the tax shall accrue to the city or municipality where said principal office is located.

3. In cases where there is a factory, project office, plant or plantation in pursuit of business, thirty percent (30%) if all sales recorded in the principal office shall be taxable by the city or municipality where the principal office is located and seventy percent (70%) of all sales recorded in the principal office shall be taxable by the city or municipality where the factory, project office, plant or plantation is located.

The sales allocation in (a) and (b) above shall not apply to experimental farms. LGUs where only experimental farms are located shall not be entitled to the sales allocation herein provided for.

4. In case of a plantation located in a locality other than that where the factory is located, said seventy percent (70%) sales allocation shall be divided as follows:

Sixty percent (60%) to the city or municipality where the factory is located;  
and

Forty percent (40%) to the city or municipality where the plantation is located.

5. In cases where there are two (2) or more factories, project offices, plants or plantations located in different localities, the seventy percent (70%) sales allocation shall be pro-rated among the localities where such factories, project offices, plants and plantations are located in proportion to their respective volumes of production during the period for which the tax is due.

In the case of project offices of services and other independent contractors, the term production shall refer to the costs of projects actually undertaken during the tax period.

6. The foregoing sales allocation under par. (3) hereof shall be applied irrespective of whether or not sales are made in the locality where the factory, project office, plant or plantation is located. In case of sales made by the factory, project office, plant or plantation, the sale shall be covered by paragraph (1) or (2) above.
7. In case of manufacturers or producers which engage the services of an independent contractor to produce or manufacture some of their products, the rules on situs of taxation provided in this article as clarified in the paragraphs above shall apply except that the factory or plant and warehouse of the contractor utilized for the production or storage of the manufacturer's products shall be considered as the factory or plant and warehouse of the manufacturer.
8. All sales made by the factory, project office, plant or plantation located in this municipality shall be recorded in the branch or sales office which is similarly located herein, and shall be taxable by this municipality. In case there is no branch or sales office or warehouse in this municipality, but the principal office is located therein, the sales made in the dais factory shall be taxable by this municipality along with the sales made in the principal office.

(c) Port of Loading - the city or municipality where the port of loading is located shall not levy and collect the tax imposable under Article A, Chapter 2 of this Ordinance unless the exporter maintain in said city or municipality its principal office, a branch, sales office, warehouse, factory, plant or plantation in which case the foregoing rule on the matter shall apply accordingly.

(d) Route Sales - sales made by route trucks, vans or vehicles in this municipality where a manufacturer, producer, wholesaler, maintains a branch or sales office or warehouse shall be recorded in the branch or sales office or warehouse and shall be taxed herein.

This municipality shall tax the sales of products of sugarcane and cassava and its bi-products sold by manufacturing firm/grower/planter using the above rates.

## Article D. Payment of Business Taxes

### Section 2D.01. Payment of Business Taxes.

(a) The taxes imposed under Section 2A.01 and Section 2B.01 of this Ordinance shall be payable for every separate or distinct establishment or place where the business subject to the tax is conducted and one line of business does not become exempt by being conducted with some other businesses for which such tax has been paid. The tax on a business must be paid by the person conducting the same.

The conduct or operation of two or more related businesses provided for under Section 2A.01 and Section 2B.01 of this Code any one person, natural or juridical, shall require the issuance of a separate permit or license to each business.

(b) In cases where a person conducts or operates two (2) or more of the businesses mentioned in Section 2A.01 of this Ordinance which are subject to the same rate of imposition, the tax shall be computed on the combined total gross sales or receipts of the said two (2) or more related businesses.

(c) In cases where a person conducts or operates two (2) or more businesses mentioned in Section 2A.01 of this Ordinance which are subject to different rates of imposition, the taxable gross sales or receipts of each business shall be reported independently and tax thereon shall be computed on the basis of the pertinent schedule.

**Section 2D.02. Accrual of Payment.** Unless specifically provided in this Article, the taxes imposed herein shall accrue on the first day of January of each year.

**Section 2D.03. Time of Payment.** All local taxes, fees and charges shall be paid within the first twenty (20) days of January or of each subsequent quarter, as the case may be. The Sangguniang Bayan may, for a justifiable reason or cause, extend the time for payment of such taxes without surcharges or penalties, but only for a period not exceeding six (6) months. The annual business registration and renewal is permanently extended until the first Friday of February.

### Section 2D.04. Administrative Provisions.

(a) *Requirement.* Any person who shall establish, operate or conduct any business, trade or activity mentioned in this Chapter in this municipality shall first obtain a Mayor's Permit and pay the fee therefore and the business tax imposed under the pertinent Article.

(b) *Issuance and Posting of Official Receipt.* The Municipal Treasurer shall issue an official receipt upon payment of the business tax. Issuance of the said official receipt shall not relieve the taxpayer of any requirement imposed by the different departments of this municipality.

Every person issued an official receipt for the conduct of a business or undertaking shall keep the same conspicuously posted in plain view at the place of business or undertaking. If the individual has no fixed place of business or office, he shall keep the official receipt in his person. The receipt shall be produced upon demand by the Municipal Mayor, Municipal Treasurer, or their duly authorized representatives.

(c) *Invoices or Receipt.* All persons subject to the taxes on business shall, for each sale or transfer of merchandise or goods, or for services rendered, valued at Twenty-Five Pesos (P

25.00) or more at any one time, prepare and issue sales or commercial invoices and receipts serially numbered in duplicate, showing among others, their names or styles, if any, and business address. The original of each sales invoice or receipts shall be issued to the purchaser or customer and the duplicate to be kept and preserved by the person subject to the said tax, in his place of business for a period of five (5) years. The receipts or invoices issued pursuant to the requirement of the Bureau of Internal Revenue for determination of national internal revenue taxes shall be sufficient for purposes of this Code.

(d) *Sworn Statement of Gross Receipts or Sales.* Operators of business subject to the taxes on business shall submit a sworn statement of the capital investment before the start of their business operations and upon application for a Mayor's permit to operate the business. Upon payment of the tax levied in this Chapter, any person engaged in business subject to the business tax paid based on gross sales and/or receipts shall submit a sworn statement of his gross sales/receipts for the preceding calendar year or quarter in such manner and form as may be prescribed by the Municipal Treasurer. Should the taxpayer fail to submit a sworn statement of gross sales or receipts, due among others to his failure to have a book of accounts, records or subsidiaries for his business, the Municipal Treasurer or his authorized representatives may verify or assess the gross sales or receipts of the taxpayer under the best available evidence upon which the tax may be based.

(e) *Submission of Certified Income Tax Return Copy.* All persons who are granted a permit to conduct an activity or business and who are liable to pay the business tax provided in this Code shall submit a certified photocopy of their income tax returns (ITR) on or before April 30 of each year. The deficiency in the business tax arising out of the difference in gross receipts or sales declared in the application for Mayor's Permit/ Declaration of gross sales or receipts and the gross receipts or sales declared in the ITR shall be payable on or before May 20 of the same year with interest at the rate of ten percent (10%) corresponding to the two percent (2%) per month from January to May. Payments of the deficiency tax made after May 20 shall be subject to the twenty-five percent (25%) surcharge and two percent (2%) interest for every month counted from January up to the month payment is made.

(f) *Issuance of Certification.* The Municipal Treasurer may, upon presentation or satisfactory proof that the original receipt has been lost, stolen or destroyed, issue a certification to the effect that the business tax has been paid, indicating therein, the number of the official receipt issued, upon payment of a fee of **One Hundred Pesos (P100.00)**.

(g) *Transfer of Business to Other Location.* Any business for which a municipal business tax has been paid by the person conducting it may be transferred and continued in any other place within the territorial limits of this municipality without payment of additional tax during the period for which the payment of the tax was made.

(h) *Retirement of Business.*

(1) Any person natural or juridical, subject to the tax on business under Article A, Chapter 11 of this Ordinance shall, upon termination of the business, submit a sworn statement of the gross sales or receipts for the current calendar year within thirty (30) days following the closure. Any tax due shall first be paid before any business or undertaking is fully terminated.

For the purposes hereof, termination shall mean that business operations are stopped completely. Any change in ownership, management and/or name of the business shall not constitute termination as herein contemplated. Unless stated otherwise, assumption of the business by any new

owner or manager or re-registration of the same business under a new name will only be considered by the LGU concerned for record purposes in the course of the renewal of the permit or license to operate the business.

The Municipal Treasurer shall see to it that the payment of taxes of a business is not avoided by simulating the termination or retirement thereof. For this purpose., the following procedural guidelines shall be strictly followed:

- (a) The Municipal Treasurer shall assign every application for the termination or retirement of business to an inspector in his office who shall go to address of the business on record to verify if it is really not operating. If the inspector finds that the business is simply placed under a new name, manager and/or new owner, the Municipal Treasurer shall recommend to the Municipal Mayor the disapproval of the application of the termination or retirement of said business;
  - (b) Accordingly, the business continues to become liable for the payment of all taxes, fees, and charges imposed thereon under existing local tax ordinance; and
  - (c) In addition, in the case of a new owner to whom the business was transferred by sale or other form of conveyance, said new owner shall be liable to pay the tax or fee for the business and shall secure a new Mayor's permit therefore.
- (2) In case it is found that the retirement or termination of the business is legitimate and the tax paid during the current year be less than the tax due for the current year based on the gross sales or receipts, the difference in the amount of the tax shall be paid before the business is considered officially retired or terminated.
  - (3) The permit issued to a business retiring or terminating its operation shall be surrendered to the Local Treasurer who shall forthwith cancel the same and record such cancellation in his books.
- (i) *Death of Licensee.* When any individual paying a business tax dies, and the business is continued by a person interested in his estate, no additional payment shall be required for the residue of the term for which the tax was paid.

## **Article E. Tax on Ambulant and Itinerant Amusement Operators**

**Section 2E.01. Imposition of Tax.** There is hereby imposed a tax on ambulant and itinerant amusement operators during fiestas and fairs at the following rates:

Circus, carnivals, or the like

Merry-Go-Round, roller coaster, ferris wheel,  
swing, shooting gallery and other  
similar contrivances

Sports contest/exhibitions

Permit to Operate Peryahan	5,000.00
Inspection Fee per Set-up	1,000.00

**NOTE: Subject to bidding to be conducted by the Committee on Market Operations and the table price varies from year to year.**

The Committee On Market Operation shall conduct bidding activities and the table price varies from year to year.

For this purpose, the Committee On Market Operation shall conduct public bidding to be constituted as follows:

The Municipal Treasurer as chairman  
Consist Members – Committee Chairman on Appropriation

- Committee Chairman on Health
- 3. Representatives: - PNP
- BFP
- MHO
- DA
- Engineer
- 

The table price shall be determined by the Committee with varies from year to year.

Such activities shall be monitored by the Committee on Market Operation

**Section 2E.02. Time of Payment.** The tax herein imposed shall be payable before engaging in such activity.

## **Article F. Tax on Mining Operations**

**Section 2F.01.Definitions.** When used in the Article.

(a) *Minerals* refer to naturally occurring inorganic substances (found in nature) whether in solid, liquid, gaseous or any intermediate state.

(b) *Mineral Products* shall mean things produced and prepared in a workable state by simple treatment processes such as washing or drying but without undergoing any chemical change or process or manufacturing by the lessee, concessionaire or owner of mineral lands.

(c) *Quarry Resources* means any common stone or other common mineral substances such as but not restricted to marble, granite, volcanic cinders, basalt, tuff, and rock phosphate.

**Section 2F.02 . Imposition of Tax.** There is hereby levied an annual tax at the rate of one percent (1 %) based on the gross receipts for the preceding year of mining operations. **(The tax should not exceed 2% of the gross receipts during the preceding year.)**

**Section 2F.03 Situs of the Tax.** Payment of the tax shall be made to this municipality which has jurisdiction over the mining area. In case the area transcends two (2) or more local government units, payment shall be made to the municipality having the largest area.

**Section 2F.04.Exclusion.** Extraction of the following are excluded from the coverage of the tax levied herein:

(a) Mineral Products such as ordinary stones, sand, gravel, earth and other quarry resources;

(b) Indigenous petroleum such as mineral oil, hydrocarbon gas, bitumen, crude asphalt, mineral gas and all other similar or naturally associated substances.

**Section 2F.05. Time of Payment.** The tax shall be paid once within the first twenty (20) days of January or in quarterly installments within the first twenty (20) days of January, April, July, and October of each year.

**Section 2F.06 . Administrative Provisions.**

(a) The Municipal Treasurer shall keep a registry of mining operators on which all instruments concerning mining rights, such as acquisition, sub-lease, operating agreements, transfers, assignments, condiments, cancellation and others, are recorded.

(b) It shall be the duty of every lessee, owner, or operator to make a true and complete return setting forth the quantity and the actual market value of the minerals or mineral products or quarry resources to be removed.

**Article G. Tax on Forest Concessions and Forest Products**

**Section 2G.01. Definitions.** When used in this Article.

(a) *Forest Products* means timber, pulp-wood/chip wood, firewood, fuel wood and minor forest products such as bark, tree tops, resins, gum, wood, oil, honey, beeswax, nipa, rattan or other forest growth such as grass, shrub, and flowering plants, the associated water, fish, scenic, historical, recreational, and geologic resources in forest lands.

(b) *Forest Lands* include the public forest, the permanent forest or the forest reserves, and forest reservations.

**Section 2G.02. Imposition of Tax.** There is hereby imposed a tax on forest concessions and forest products at a rate of one percent (1 %) of the annual gross receipts of the concessionaire during the preceding year.

**Section 2G.03. Time of Payment** The tax shall be paid once within the first twenty (20) days of January or in quarterly installments within the first twenty (20) days of January, April, July, and October of each year.

**ARTICLE H. RETIREMENT OF BUSINESS**

**SECTION 2H.01 – RETIREMENT OF BUSINESS –**

(a). any person natural or juridical, the subject to the tax business under article A Chapter II of this ordinance shall upon termination of the business submit a sworn statement of the gross sales or receipts of the calendar year.

For the purpose thereof, termination shall mean that business operations are stopped completely. Any change in the ownership, management and/or name of the business shall not constitute termination as herein contemplated. Unless stated otherwise, assumption of the business by any new owner or new manager or registration of the same business under a new

name will only be considered by the LGU concerned for record purposes in case of the renewal of the permit or license to operate the business.

The Municipal Treasurer shall see to it that the payment of taxes of a business is not avoided by simulating the termination or retirement thereof. For the purpose, the following procedural guidelines shall be strictly followed:

(1). The Municipal Treasurer shall assign every application of the termination or retirement of business to an inspector in his office who shall go to the address of the business on record to verify if it is really not operating. If the inspector finds that the business is simply placed under a new name, manager and/or new owner, the Municipal Treasurer shall recommend to the Municipal Mayor the disapproval of the application of the termination or retirement of said business:

(2). Accordingly, the business continues to become liable for the payment of all taxes, fees and charges imposed therein under the existing Local Tax ordinance; and

In addition, in the case of the owner to whom the business was transferred by sale or other form of conveyance, said new owner shall be liable to pay the tax or fee of Two Hundred (P200.00) Pesos for the transfer of the business to him.

(b). In case it is found that the retirement or termination of the business is legitimate, and tax due here from be less than the tax due for the current year based in the gross sales or receipts, the difference in the amount of the tax shall be paid before the business is considered officially retired or terminated.

(c) . The permit issued to a business retiring or terminating is operation shall be surrendered to the local treasurer who shall for with cancelled the same and record such cancellation in his books.

### **CHAPTER III. PERMIT AND REGULATORY FEES**

#### **Article A. Mayor's Permit Fee on Business**

**Section 3A.01. Imposition of Fee.** There shall be collected an annual fee for the issuance of a Mayor's Permit to operate a business, pursue an occupation or calling, or undertake an activity within the municipality.

The permit fee is payable for every distinct or separate business or place where the business or trade is conducted. One line of business of trade does not become exempt by being conducted with some other business of trade for which the permit fee has been obtained and the corresponding fee paid for.

For purpose of the Mayor's Permit Fee, the following Philippine definition of business size is here by adopted:

<b>Characteristics</b>	<b>Asset Size</b>
Micro	PhP 300,000.00 and below.
Small	Over PhP 300,001.00 to PhP 5,000,000.00
Medium	Over PhP 5,000,001.00 to PhP 20,000,000.00

Large

Over PhP 20,000,001.00 and above

The permit fee shall either be based on asset size or number of workers, whichever will yield the higher fee.

(a) On business subject to graduated Fixed taxes

Amount of Fee	Per Annum
1. On Manufacturers/Importers/Producers	
Micro	P 800.00
Small	1,000.00
Medium	3,000.00
Large	10,000.00
2. On Banks	
Rural, Thrift and Savings Banks	P 2,000.00
Commercial, Industrial and Development Banks	5,000.00
Universal Banks	7,000.00
3. On Other Financial Institutions	
Micro	P 800.00
Small	2,000.00
Medium	5,000.00
Large	7,000.00
4. On Contractors/Service Establishments	
Micro	P 800.00
Small	1,000.00
Medium	2,000.00
Large	3,000.00
5. On Wholesalers/Retailers/Dealers or Distributors	
Micro P 300,000.00 and below	P 500.00
Micro P 300,001.00- P1,500,000.00	700.00
Micro P1,500,001.00- P3,000,000.00	800.00
Small P 3,000,001.00- P 15,000,000.00	1,000.00
Medium P 15,000,001.00- P 50,000,000.00	2,000.00
Large P 50,000,000.00 and above	3,000.00
6. On Transloading Operations	
Medium	P 3,000.00
Large	5,000.00
7. Other Businesses	
Micro	P 400.00

Small	600.00
Medium	1, 000.00
Large	1, 500.00

**Section 3A.02. Time and Manner of Payment.** The fee for the issuance of a Mayor's Permit shall be paid to the Municipal Treasurer upon application before any business or undertaking can be lawfully begun or pursued and within the first twenty (20) days of January of each year in case of renewal thereof. The annual registration and renewal is permanently extended until the first Friday of February.

For a newly-started business or activity that starts to operate after January 20, the fee shall be reckoned from the beginning of the calendar quarter. When the business or activity is abandoned, the fee shall not be exacted for a period longer than the end of the calendar quarter. If the fee has been paid for a period longer than the current quarter and the business activity is abandoned, no refund of the fee corresponding to the unexpired quarter or quarters shall be made.

**Section 3A.03. Administrative Provisions.**

(a) **Supervision and control over establishments and places.** The Municipal Mayor shall supervise and regulate all establishments and places subject to the payment of the permit fee. He shall prescribe rules and regulations as to the mode or manner on which they shall be conducted in so far as may be necessary to maintain peaceful, healthy, and sanitary conditions in the municipality.

(b) **Application for Mayor's Permit: False Statement.** An application for a Mayor's Permit shall be filed with the Office of the Municipal Mayor. The form for the purpose shall be issued by the same Office and shall set forth the requisite information including the name and residence of the applicant, the description of business or undertaking that is to be conducted, and such other data or information as may be required.

1. For a newly-started business
  - a. Location sketch of the new business
  - b. Paid-up capital of the business as shown in the Articles of Incorporation, if a corporation or partnership, or a sworn statement of the capital invested by the owner or operator, if a sole proprietorship (for businesses classified as "large")
  - c. A certificate attesting to the tax exemption if the business is tax exempt
  - d. Certification from the office in charge of zoning that the location of the new business is in accordance with zoning regulations
  - e. Tax clearance showing that the operator has paid all tax obligations in the municipality
  - f. Barangay clearance
  - g. Three (3) passport size pictures of the owner or operator or in cases of a partnership or corporation the picture of the senior or managing partners and that of the President or General Manager
  - h. Health certificate for all food handlers, and those required under Chapter IV, Art. D of this Revenue Code.
  
2. For renewal of existing business permits
  - a. Previous year's Mayor's permit
  - b. One ( 1 ) copy of the annual or quarterly tax payments

- c. One ( 1 ) copy of all receipts showing payment of all regulatory fees as provided for in this Code
- d. Municipal Tax Clearance
- e. Certificate of tax exemption form local taxes or fees, if exempt
- f. Barangay Clearance

Upon submission of the application, it shall be the duty of the proper authorities to verify if other municipal requirements regarding the operation of the business or activity such as sanitary requirements, installation of power and light requirements, as well as other safety requirements are complied with. In addition, the Inspection fee for CCTV based from the CCTV Ordinance shall be **One Hundred Pesos (P100.00)**.

The permit to operate shall be issued only upon compliance with such safety requirements and after the payment of the corresponding inspection fees and other impositions required by this Revenue Code and other municipal tax ordinances.

Any false statement deliberately made by the applicant shall constitute sufficient ground for denying or revoking the permit issued by the Mayor, and the applicant or licensee may be prosecuted in accordance with the penalties provided in this Article.

A Mayor's Permit shall be refused to (1) any person who previously violated any ordinance or regulation governing permits granted; (2) whose business establishment or undertaking does not conform with zoning regulations, and safety, health and other requirements of the municipality; (3) who has unsettled tax obligation, debt or other liability to the government; (4) who is disqualified under any provision of law or ordinance to establish or operate the business applied for.

Likewise, a Mayor's permit shall be denied to any person or applicant for a business who declares an amount of gross sales or receipts that are manifestly below industry standards or the Presumptive Income Level of gross sales or receipts as established in the municipality for the same or a closely similar type of activity or business.

(c) **Issuance of Permit; Contents of Permit.** Upon approval of the application of a Mayor's Permit, two (2) copies of the application duly signed by the Municipal Mayor shall be returned to the applicant. One (1) copy shall be presented to the Municipal Treasurer as basis for the collection of the Mayor's Permit fee and the corresponding business tax.

The Mayor's Permit shall be issued by the Municipal Mayor upon presentation of the receipt for the payment of the Mayor's Permit and the official receipt issued by the Municipal Treasurer for the payment of the business tax.

Every permit issued by the Mayor shall show the name and residence of the applicant, his nationality and marital status; nature of the organization, that is whether the business is a sole proprietorship, corporation or partnership, etc.; location of the business; date of issue and expiration of the permit; and other information as may be necessary.

The Municipality shall, upon presentation of satisfactory proof of the original permit, issue a metal plate upon payment of **Two Hundred Pesos (P200.00)** and a sticker upon the payment of **One Hundred Pesos (P100.00)**.

The Municipality shall, upon presentation of satisfactory proof that the original of the permit has been lost, stolen or destroyed, issue a duplicate of the permit upon the payment of **One Hundred Pesos (P100.00)**.

(d) **Posting of Permit.** Every permittee shall keep his permit conspicuously posted at all

times in his place of business or office or if he has no place of business or office, he shall keep the permit in his person. The permit shall be immediately produced upon demand by the Municipal Mayor, the Municipal Treasurer or any of their duly authorized representatives.

(e) **Duration of Permit and Renewal.** The Mayor's Permit shall be granted for a period of not more than one (1) year and shall expire on the thirty-first (31st) of December following the date of issuance unless revoked or surrendered earlier. Every permit shall cease to be in force upon revocation or surrender thereof. The permit issued shall be renewed within the first twenty (20) days of January. The annual registration and renewal is permanently extended until the first Friday of February. It shall have a continuing validity only upon renewal thereof and payment of the corresponding fee.

(f) **Revocation of Permit.** When a person doing business under the provisions of this Code violates any provision of this Article, refuses to pay an indebtedness or liability to the municipality or abuses his privilege to do business to the injury of the public moral or peace; or when a place where such business is established is being conducted in a disorderly or unlawful manner, is a nuisance, or is permitted to be used as a resort for disorderly characters, criminals or women of ill-repute, the Municipal Mayor may, after investigation, revoke the Mayor's Permit. Such revocation shall operate to forfeit all sums which may have been paid in respect of said privilege, in addition to the fines and imprisonment that maybe imposed by the Court for violation of any provision of this Ordinance governing the establishment and maintenance of business, and to prohibit the exercise thereof by the person whose privilege is revoked, until restores by the Sangguniang Bayan.

#### **Section 3A.04. Rules and Regulations on Certain Establishments.**

(a) On cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, carinderia or food caterers. No owner of said establishments shall employ any cook, or food dispenser without a Food Handler's Certificate from the Municipal Health Officer, renewable every six months.

Establishments selling cooked and readily edible foods shall have them adequately covered and protected from dust, flies and other insects, and shall follow strictly the rules and regulations on sanitation promulgated by the Municipal Health Officer and existing laws or Ordinances.

(b) Sauna bath, massage, barber and beauty shops. Said shops shall not be allowed to operate with masseurs, barbers, and beauticians without having secured the necessary corresponding medical certificate from the Municipal Health Officer.

(c) Application for change of trade name for business/ownership shall be granted upon the payment of **Five Hundred Pesos** (P500.00).

### **Article B. Permit Fee for Cockpits Owners/Operators/Licensees/ Promoters and Cockpit Personnel**

#### **Section 3B.01. Definitions.** When used in this Article.

(a) Cockpit includes any place, compound, building or portion thereof, where cockfights are held, whether or not money bets are made on the results of such cockfights.

(b) Bet taker or Promoter refers to a person who alone or with another initiates a cockfight and/or calls and take care of bets from owners of both gamecocks and those of other bettors

before he orders commencement of the cockfight thereafter distributes won bets to the winners after deducting a certain commission, or both.

(c) Gaffer (taga-tari) refers to a person knowledgeable in the art of arming fighting cocks with gaffs on one or both legs.

(d) Referee (Sentenciador) refers to a person who watches and oversees the proper gaffing of fighting cocks; determines the physical condition of gamecocks while cockfighting is in progress, the injuries sustained by the cocks and their capability to continue fighting, and decides and makes known his decision either by word or gesture the result of the cockfighting by announcing the winner or deciding a tie in a contest game.

**Section 3B.02. Imposition of Fees.** There shall be collected the following Mayor's Permit Fees from cockpit operators/owners/licensees and cockpit personnel:

(a) From the owner/operator/licensees of the cockpit:

1.	Application filing fee	P	5,000.00
2.	Annual cockpit permit fee		10,000.00

(b) From cockpit personnel

1.	Promoters/Hosts	500.00/Derby
2.	Pit Manager	300.00
3.	Referee	1,000.00
4.	Bet Taker "Kristo/Llamador"	300.00
5.	Bet Manager "Maciador/Kasador"	1,000.00

**Section 3B.03. Time and Manner of Payment.**

(a) The application filing fee is payable to the Municipal Treasurer upon application for a permit or license to operate and maintain cockpits.

(b) The annual cockpit permit fee is payable upon application for a permit before a cockpit shall be allowed to operate and within the first twenty days of January of each year in case of renewal thereof. However, the annual registration and renewal is permanently extended until the first Friday of February.

(c) The permit fees on cockpit personnel shall be paid before they participate in a cockfight and shall be paid annually.

**Section 3B.04. Administrative Provisions.**

(a) Ownership, operation and management of cockpit. Only Filipino citizens not otherwise inhibited by existing ordinances or laws shall be allowed to own, manage and operate cockpits. Cooperative capitalization is encouraged.

(b) Establishment of cockpit. The Sangguniang Bayan shall determine the number of cockpits to be allowed in this municipality

(c) Cockpit-size and construction. Cockpits shall be constructed and operated within the appropriate areas as prescribed in the Zoning Law or ordinance. In the absence of such law or ordinance, the Municipal Mayor shall see to it that no cockpits are constructed within or near

existing residential or commercial areas, hospitals, school buildings, churches or other public buildings. Owners, lessees, or operators of cockpits which are now in existence and do not conform to this requirement are required to comply with these provisions within a period to be specified by the Municipal Mayor. Approval or issuance of building permits for the construction of cockpits shall be made by the Municipal Engineer in accordance with existing ordinances, laws and practices.

(d) Only duly registered and licensed promoters, referees, cashiers, bet managers, pit referees, bet takers, shall take part in all kinds of cockfights held in this Municipality. No operator or owner of a cockpit shall employ or allow to participate in a cockfight any of the above-mentioned personnel unless he has registered and paid the fee herein required.

(e) Upon payment of the fees herein imposed, the corresponding Mayor's Permit shall be issued.

**Section 3B.05. Applicability Clause.** The provision of PD 449, otherwise known as the Cockfighting Law of 1974, PD 1802 (Creating the Philippine Game fowl Commission), and such other pertinent laws shall apply to all matters regarding the operation of cockpits and the holding of cockfights in this Municipality.

### **Article C. Special Permit Fee for Cockfighting**

**Section 3C.01. Definitions.** When used in this Article.

(a) Cockfighting is the sport of pitting or evenly matching gamecocks to engage in an actual fight where bets on either side are laid. Cockfighting may also be formed as "cockfighting derby; pintakasi ," or its equivalent in different Philippine localities.

(b) Local Derby is an invitational cockfight participated in by game cockers or cockfighting "aficionados" of the Philippines with "pot money" awarded to the proclaimed winning entry.

(c) International Derby refers to an invitational cockfight participated in by local and foreign gamecocks or cockfighting "aficionados" with "pot money" awarded to the proclaimed winning entry.

**Section 3C.02. Imposition of Fees.** There shall be collected the following fees per day for cockfighting:

(a)	Special Cockfights (Pintakasi)	1,000.00
(b)	Special Derby Assessment from Promoters of -	
	Two-Cock Derby	2,000.00
	Three-Cock Derby	2,500.00
	Four-Cock Derby	3,000.00
	Five-Cock Derby	3,500.00

**Section 3C.03. Exclusions.** Regular cockfights i.e., those held during Sundays, legal holidays and local fiestas and international derbies shall be excluded from the payment of fees herein imposed.

**Section 3C.04. Time and Manner of Payment.** The fees herein imposed shall be payable to the Municipal Treasurer before the special cockfights and derbies can be lawfully held.

### **Section 3C.05. Administrative Provisions.**

(a) Holding of cockfights. Except as provided in this Article, cockfighting shall be allowed in this municipality only in licensed cockpits during Sundays and legal holidays and during local fiestas for not more than three (3) days. It may also be held during municipal. Agricultural, commercial, or industrial fairs, carnival, or exposition for a similar period of three (3) days upon resolution of the Sangguniang Bayan. No cockfighting on the occasion of such affair, carnival or exposition shall be allowed within the month if a local fiesta or for more than two (2) occasions a year. No cockfighting shall be held on December 30 (Rizal Day), June 12 (Philippine Independence Day), November 30 (National Heroes Day), Holy Thursday, Good Friday, Election or Referendum Day and during Registration Days for such election or referendum.

(b) Cockfighting for entertainment of tourists or for charitable purposes. Subject to the preceding subsection hereof, the holding of cockfights may also be allowed for the entertainment of foreign dignitaries or for tourists, or for returning Filipinos, commonly known as "Balikbayans", or for the support of national fund-raising campaigns for charitable purposes as may be authorized upon resolution of the Sangguniang Bayan, in licensed cockpits or in playgrounds or parks. This privilege shall be extended for only one (1) time, for a period not exceeding three (3) days, within a year.

(c) Cockfighting officials. Gaffers, referees, bet takers, or promoters shall not act as such in any cockfight in the municipality without first securing a license renewable every year on their birth month from the municipality where such cockfighting is held. Only gaffers, referees, bet takes, or promoters licensed by the municipality shall officiate in all kinds of cockfighting authorized herein.

**Section 3C.06. Applicability Clause.** The provision of PD 449, otherwise known as the Cockfighting Law of 1974, PD 1802 (Creating the Philippine Game fowl Commission), and such other pertinent laws shall apply to all matters regarding the operation of cockpits and the holding of cockfights in this Municipality.

### **Article D. Permit Fee on Pedaled Tricycle**

**Section 3D.01. Imposition of Fee.** There shall be collected from the owner of pedaled tricycle operated within the municipality, a permit fee of one hundred pesos (100) per annum.

**Section 3D.02. Time of Payment.** The imposed herein shall be due on the first day of January and payable to the Municipal Treasurer within the first twenty (20) days of January of every year. However, the annual registration and renewal is permanently extended until the first Friday of February. For pedaled tricycle acquired after the first twenty (20) days of January, the permit fee shall be paid without the penalty within the first twenty (20) days of the quarter following the date of purchase.

### **Section 3D.03. Administrative Provisions.**

(a) A metal plate or sticker shall be provided by the owner of the pedaled tricycle granted a permit.

(b) The Municipal Treasurer shall keep a register of all pedaled tricycles containing information such as the make and brand of the tricycle, the name and address of the owner and the number of the permit plate.

## Article E. Fees on Impounding of Astray Animals

**Section 3E.01. Definitions.** When used in this Article.

- (a) *Astray Animal* means an animal which is set loose unrestrained, and not under the complete control of its owner, or the charge or in possession thereof, found roaming at-large in public or private places whether fettered or not.
- (b) *Public Place* includes national, provincial, municipal, or barangay streets, parks, plazas, and such other places open to the public.
- (c) *Private Place* includes privately-owned streets or yards, rice fields or farmlands, or lots owned by an individual other than the owner of the animal.
- (d) *Large Cattle* includes horses, mules, asses, carabaos, cows, and other domestic members of the bovine family.

**Section 3E.02. Imposition of Fee.** There shall be imposed the following fees for each day or fraction thereof on each head of astray animal found running or roaming at large, or fettered in public or private places:

	<u>Amount of Fee</u>
(a) Large Cattle	500.00
(b) All other four legged animals	200.00

**Section 3E.03. Time of Payment.** The impounding fee shall be paid to the Municipal Treasurer prior to the release of the impounded animal to its owner.

**Section 3E.04. Administrative Provisions.**

(a) For purposes of this Article, the Members of the PNP and Barangay Officials of the Municipality are hereby authorized to apprehend and impound astray animals in the municipal corral or a place duly designated for such purpose. The Barangay Official concerned shall also cause the posting of notice of the impounded astray animal in the Municipal Hall, Barangay Hall and any other conspicuous places, and radios or any other communication facilities available for fifteen (15) consecutive days, starting one day after the animal is impounded, within which the owner is required to claim and establish ownership of the impounded animal. The Municipal Mayor and Municipal Treasurer shall be informed of the impounding.

(b) Impounded animals not claimed within fifteen (15) days after the date of posting of the notice shall be sold at public auction under the following procedures:

1. The Municipal Treasurer shall post a notice to be posted within fifteen days after the animal was impounded starting one day after the animal is impounded.
2. The owner may stop the sale by paying at any time before or during the auction sale, the impounding fees due and the cost of the advertisement and conduct of sale to the Municipal Treasurer, otherwise, the sale shall proceed.
3. The proceeds of the sale shall be applied to satisfy the cost of impounding, advertisement and conduct of sale. The residue over these costs shall accrue to the General Fund of the Municipality.

4. In case the impounded animal is not disposed of within the fifteen (15) days from the date of notice of public auction, the same shall be considered sold to the Municipal Government for the amount equivalent to the poundage fees due.

**Section 3E.05. Penalty.** Owners whose animals are caught astray and incurring damages to plants and properties shall pay the following fines:

- (a) Impounding Fee in excess of two days P 100/day

After 10 days without claimant the said animal shall be disposed and upon the certification of the municipal agriculture office.

In addition to the fine, the owners shall pay the amount of damage incurred, if any, to the property owner as determined by the Barangay Lupon Tagapamayapa.

## **Article F. Permit Fee on Circus, Parades and the Like**

**Section 3F.01. Imposition of Fee.** There shall be collected a Mayor's Permit Fee of *Five Hundred Pesos* (P500.00) per circus and other parades using banners, floats or musical instruments carried on in this municipality.

**Section 3F.02. Time and Manner of Payment.** The fee imposed herein shall be due and payable to the Municipal Treasurer upon application for a permit to the Municipal Mayor at least five (5) days before the scheduled date of the circus or parade and on such activity shall be held.

**Section 3F.03. Exemption.** Civic and military parades as well as religious processions shall not be required to pay the permit fee imposed in this Article.

### **Section 3F.04. Administrative Provisions.**

(a) Any persons who shall hold a parade within this municipality shall first obtain from the Municipal Mayor before undertaking the activity. For this purpose, a written application in a prescribed form shall indicate the name, address of the applicant, the description of the activity, the place or places where the same will be conducted and such other pertinent information as may be required.

(b) The Station Commander of the Philippine National Police shall promulgate the necessary rules and regulations to maintain an orderly and peaceful conduct of the activities mentioned in this Article. He shall also define the boundary within which such activities may be lawfully conducted.

## **Article G. Registration and Transfer Fees on Large Cattle.**

**Section 3G.01. Definition.** For purposes of this Article, "large cattle" includes a two-year old horse, mule ass, carabao, cow or other domesticated member of the bovine family.

**Section 3G.02. Imposition of Fee.** The owner of a large cattle is hereby required to register said cattle with the Municipal Treasurer for which a certificate of ownership shall be issued to the owner upon payment of a registration fee as follows:

	<u>Amount of Fee</u>
(a) For Certificate of Ownership	P 200.00/head
(b) For Certificate of Transfer	200.00/head
(c) For Registration of Private Brand	200.00/mark

The transfer fee shall be collected only once if large cattle is transferred more than once in a day.

**Section 3G.03. Time and Manner of Payment.** The registration fee shall be paid to the Municipal Treasurer upon registration or transfer of ownership of the large cattle.

**Section 3G.04. Administrative Provisions.**

(a) Large cattle shall be registered with the Municipal Treasurer upon reaching the age of two (2) years.

(b) The ownership of a large cattle or its sale or transfer of ownership to another person shall be registered with the Municipal Treasurer. All branded and counter-branded large cattle presented to the Municipal Treasurer shall be registered in a book showing among others, the name and residence of the owner, the consideration or purchase price of the animal in cases of sale or transfer, and the class, color, sex, brands and other identification marks of the cattle. These data shall also be stated in the certificate of ownership issued to the owner of the large cattle.

(c) The transfer of the large cattle, regardless of its age, shall be entered in the registry book setting forth, among others, the names and the residence of the owners and the purchaser; the consideration or purchase price of the animal for sale or transfer, class, sex, brands and other identifying marks of the animals; and a reference by number to the original certificate of ownership with the name of the municipality issued to it. No entries of transfer shall be made or certificate of transfer shall be issued by the Municipal Treasurer except upon the production of the original certificate of ownership and certificates of transfer and such other documents that show title to the owner.

**Section 3G.05. Applicability Clause.** All other matters relating to the registration of large cattle shall be governed by the pertinent provisions of the Revised Administrative Code and other applicable laws, ordinances and rules and regulations.

**Article H. Permit Fee for Excavation**

**Section 3H.01. Imposition of Fee.** There shall be imposed the following fees on every person who shall make or cause to be made any excavation on municipal roads and streets within this municipality.

(a) For crossing streets with concrete pavement:	Amount of Fee
1. For crossing concrete pavement	P 500.00
2. For crossing across base of streets with concrete pavement, per linear meter (boring method)	20.00

(b)	For crossing streets with asphalt pavement:	
1.	Minimum fee	400.00
2.	Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.80m)	15.00
(c)	For crossing the streets with gravel pavement:	
1.	Minimum fee	200.00
2.	Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.3 meters)	10.00
(d)	For crossing existing curbs and gutters resulting in the damage	100.00
(e)	Additional fee for every day of delay In excess of excavation period provided in the Mayor's permit	100.00

**Section 3H.02. Time and Manner of Payment.** The fee imposed herein shall be paid to the Municipal Treasurer by every person who shall make any excavation or cause any excavation to be made upon application for Mayor's Permit, but in all cases, prior to the excavation.

A cash deposit in an amount equal to sixty percent (60%) of the estimated project cost shall be deposited with the Municipal Treasurer at the same time the permit is paid. The cash deposit shall be forfeited in favor of the Municipal Government in case the restoration to its original form of the street excavated is not made within the project estimated timeframe of completion.

**Section 3H.03. Administrative Provisions.**

(a) No person shall undertake or cause to undertake any digging or excavation, of any part or portion of the municipal streets of the municipality of Amulung, Cagayan unless a permit shall have been first secured from the Office of the Municipal Mayor specifying the duration of the excavation.

(b) The Municipal Engineer/Municipal Building Official shall supervise the digging and excavation and shall determine the necessary width of the streets to be dug or excavated. Said official shall likewise inform the Municipal Treasurer of any delay in the completion of the excavation work for purposes of collection of the additional fee.

(c) In order to protect the public from any danger, appropriate signs must be placed in the area where work is being done.

**Article I. Fee for Sealing and Licensing of Weights and Measures**

**Section 31.01. Implementing Agency.** The Municipal Treasurer shall strictly enforce the provisions of the Regulation of Practices Relative to Weights and Measures, as provided in Chapter II of the Consumer Act, Republic Act No. 7394.

**Section 31.02. Sealing and Testing of Instruments of Weights and Measures.** - All instruments for determining weights and measures in all consumer and consumer related transactions shall be tested, calibrated and sealed every six (6) months by the official sealer who shall be Municipal Treasurer or his duly authorized representative upon payment of fees required under this Article: Provided, That all instruments of weights and measures shall continuously be inspected for compliance with the provisions of this Article.

**Section 31.03. Imposition of Fees.** Every person before using instruments of weights and measures within this municipality shall first have them sealed and licensed annually and pay therefore to the Municipal Treasurer the following fees:

	<u>Amount of Fee</u>
(a) For sealing linear metric measures:	
Not over one (1) meter	P 75.00
Measure over one (1) meter	100.00
(b) For sealing metric measures of capacity:	
Not over ten (10) liters	P 100.00
Over ten (10) liters	125.00
(c) For sealing metric instruments of weights:	
With capacity of not more than 30 kg.	P 150.00
With capacity of more than 30 kg. But not more than 300 kg.	200.00
With capacity of more than 300 kg. but not more than 3,000 kg.	300.00
With capacity of more than 3,000 kg. Plus ten pesos (P10.00) per kg.	500.00
(d) For sealing apothecary balances of precision	200.00
(e) For sealing scale or balance with complete set of weights:	
For each scale or balances or other Balances with complete set of weights for use therewith	200.00
For each extra weight	25.00
(f) For each and every re-testing and re-sealing of weights and measures instruments including gasoline pumps outside the office upon request of the owner or operator, an additional service charge of Five Hundred Pesos (P500.00) for each instrument shall be collected.	

(g) Gasoline Pump Calibration Fee (Quarterly) 200.00

**Section 31.04. Payment of Fees and Surcharge.** The fees herein imposed shall be paid and collected by the Municipal Treasurer when the weights or measures instruments are sealed, before their use and thereafter, on or before the anniversary date thereof.

The official receipt serving as license to use the instrument is valid for one (1) year from the date of sealing unless such instrument becomes defective before the expiration period. Failure to have the instrument re-tested and the corresponding fees therefore paid within the prescribed period shall subject the owner or user to a surcharge of five hundred percent (500%) of the prescribed fees which shall no longer be subject to interest.

**Section 31.05. Place of Payment.** The fees herein levied shall be paid in the municipality where the business is conducted by persons conducting their business therein. A peddler or itinerant vendor using only one (1) instrument of weight or measure shall pay the fee in the municipality where he maintains his residence.

**Section 31.06. Exemptions.**

(a) All instruments for weights and measures used in government work of or maintained for public use by any instrumentality of the government shall be tested and sealed free.

(b) Dealers of weights and measures instruments intended for sale.

**Section 31.07. Administrative Provisions.**

(a) The official receipt for the fee issued for the sealing of a weight or measure shall serve as a license to use such instrument for one year from the date of sealing, unless deterioration or damage renders the weight or measure inaccurate within that period. The license shall expire on the day and the month of the year following its original issuance. Such license shall be preserved by the owner and together with the weight or measure covered by the license, shall be exhibited on demand by the Municipal Treasurer or his deputies.

(b) The Municipal Treasurer is hereby required to keep full sets of secondary standards, which shall be compared with the fundamental standards in the Department of Science and Technology annually. When found to be sufficiently accurate, the secondary standards shall be distinguished by label, tag or seal and shall be accompanied by a certificate showing the amount of its variation from the fundamental standards. If the variation is of sufficient magnitude to impair the utility of instrument, it shall be destroyed at the Department of Science and technology.

(c) The Municipal Treasurer or his deputies shall conduct periodic physical inspection and test weights and measures instruments within the locality.

(d) Instruments of weights and measures found to be defective and such defect is beyond repair shall be confiscated in favor of the government and shall be destroyed by the Municipal Treasurer in the presence of the Provincial Auditor or his representative.

### Section 3H.08. Fraudulent Practices Relative to Weights and Measures

The following acts related to weights and measures are prohibited:

- a) for any person other than the official sealer or his duly authorized representative to place an official tag, seal, sticker, mark, stamp, brand or other characteristic sign used to indicate that such instrument of weight and measure has officially been tested, calibrated, sealed or inspected;
  - b) for any person to imitate any seal, sticker, mark stamp, brand, tag or other characteristic design used to indicate that such instrument of weight or measure has been officially tested, calibrated, sealed or inspected;
  - c) for any person other than the official sealer or his duly authorized representative to alter in any way the certificate or receipt given by the official sealer or his duly authorized representative as an acknowledgement that the instrument for determining weight or measure has been fully rested, calibrated, sealed or inspected;
  - d) for any person to make or knowingly sell or use any false or counterfeit seal, sticker, brand, stamp, tag, certificate or license or any dye for printing or making the same or any characteristic sign used to indicate that such instrument of weight or measure has been officially tested, calibrated, sealed or inspected;
  - e) for any person other than the official sealer or his duly authorized representative to alter the written or printed figures, letters or symbols on any official seal, sticker, receipt, stamp, tag, certificate or license used or issued;
  - f) for any person to use or reuse any restored, altered, expired, damaged stamp, tag certificate or license for the, purpose of making it appear that the instrument of weight or measure has been tested, calibrated, sealed or inspected;
- for any person engaged in the buying and selling of consumer products or of furnishing services the value of which is estimated by weight or measure to possess, use or maintain with intention to use any scale, balance, weight or measure that has not been sealed or if previously sealed, the license therefore has expired and has not been renewed in due time;
- h) for any person to fraudulently alter any scale, balance, weight or measure after it is officially sealed;
- for any person knowingly use any false scale, balance, weight or measure, whether sealed or not;
- for any person to fraudulently give short weight or measure in the making of a scale;

for any person, assuming to determine truly the weight or measure of any article brought or sold by weight or measure, to fraudulently misrepresent the weight or measure thereof; or

for any person to procure the commission of any such offense abovementioned by another.

Instruments officially sealed at some previous time which have remained unaltered and accurate and the seal or tag officially affixed therein remains intact and in the same position and condition in which it was placed by the official sealer or his duly authorized representative shall, if presented for sealing, be sealed promptly on demand by the official sealer or his duly authorized representative without penalty except a surcharge equal to two (2) times the regular fee fixed by law for the sealing of an instrument of its class, this surcharge to be collected and accounted for by the Municipal Treasurer in the same manner as the regular fees for sealing such instruments.

### **Section 3H.09. Penalties**

( a ) Any person who shall violate the provisions of paragraphs (a) to (f) and paragraph (l) of Section 3K.06 shall, upon conviction, be subject to a fine of not less than Two hundred pesos (P200.00) but not more than One thousand pesos (P1,000.00) or by imprisonment of not more than one (1) year, or both, upon the discretion of the court.

( b ) Any person who shall violate the provisions of paragraph of (g) of Section 3K.06 for the first time shall be subject to fine of not less than Five hundred pesos (P500.00) or by imprisonment of not less than one (1) month but not more than five (5) years, or both, upon the discretion of the court.

( c ) The owner-possessor or user of instrument of weights and measure enumerated in paragraph (h) to (k) of Section 3K.06 shall, upon conviction, be subject to a fine of not less than Three hundred pesos (P300.00) or imprisonment not exceeding one (1) year, or both, upon the discretion of the court..

## **Article J. Permit Fee on Film-Making**

**Section 3J.01. Imposition of Fee.** There shall be collected the following permit fee from any person who shall go on location-filming within the territorial jurisdiction of this municipality.

	Rate of Fee Per Filming
a. Commercial movies	P 4,000.00/film
b. Commercial advertisements	5,000.00/film
c. Documentary film	2,000.00/film
d. Videotape coverage	100.00/coverage

In cases of extension of filming time, the additional amount required must be paid prior to extension to filming time.

**Section 3J.02. Time of Payment.** The fee imposed herein shall be paid to the Municipal Treasurer upon application for the Mayor's Permit *Five Days* (5) days before location-filming is

commenced.

## **Article K. Permit Fee for Agricultural Machinery and Other Heavy Equipment**

**Section 3K.01. Imposition of Fees.** There shall be collected an annual permit fee at the following rates for each agricultural machinery or heavy equipment from non-resident operators of said machinery, renting out said equipment in this municipality.

	Rate of Fee Per Annum
a. Hand tractors	P200.00
b. Light Tractors	500.00
c. Heavy Tractors	1,000.00
d. Bulldozer	1,000.00
e. Forklift	1,000.00
f. Heavy Graders	1,000.00
g. Light Graders	1,000.00
h. Mechanized Threshers	200.00
i. Manual Threshers	200.00
j. Cargo Truck	1,000.00
k. Dump Truck	1,000.00
l. Road Rollers	1,000.00
m. Pay loader	1,000.00
n. Prime movers/Flatbeds	1,000.00
o. Backhoe	1,000.00
p. Rock crusher	2,000.00
q. Batching Plant	2,000.00
r. Transit/Mixer Truck	1,000.00
s. Crane	1,000.00
t. Other agricultural machinery Equipment not enumerated above	200.00
u. Other heavy equipment not enumerated above	1,000.00

**Section 3K.02. Time and Manner of Payment.** The fee imposed herein shall be payable prior to the rental of the equipment upon application for a Mayor's permit.

**Section 3K.03. Administrative Provisions.** The Municipal Treasurer shall keep a registry of all heavy equipment and agricultural machinery which shall include the make and brand of the heavy equipment and agricultural machinery and name and address of the owner.

## **Article L. Permit Fees on Tricycle Operation**

**Section 3L.01. Definitions.** When used in this Article,

(a) Motorized Tricycle is a motor vehicle propelled other than by muscular power, composed of a motorcycle fitted with a single wheel sidecar or a motorcycle with a two wheeled cab, the former having a total of four wheels, otherwise known as the motorela.

(b) Tricycle Operators are persons engaged in the business of operating tricycles.

(c) Tricycle-for-Hire is a vehicle composed of a motorcycle fitted with a single-wheel side car

or a motorcycle with a two-wheel cab operated to render transport services to the general public for a fee.

(d) Motorized Tricycle Operator's Permit (MTO) is a document granting franchise or license to a person, natural or juridical, allowing him to operate tricycles-for-hire over specified zones.

(e) Zone is a contiguous land area or block, say a subdivision or barangay, where tricycles-for-hire may operate without a fixed origin and destination.

**Section 3L.02. Imposition of Fees.** There shall be collected an annual fee in the amount of Three Hundred Pesos (P300.00) for the operation of tricycle-for-hire per unit.

Other fees on tricycle operations:

1.	FILING FEE	
	a. Fare adjustment fee for fare increase/matrix	*300.00
2.	Filing fee for amendment of MTO	300.00
3.	a.) Plate	200.00
	b.) Sticker	150.00

**Section 3L.03. Time of Payment.**

(a) The fee shall be paid to the Municipal Treasurer upon application or renewal of the permit.

(b) The filing fee shall be paid upon application for an MTO based on the number of units.

(c) Filing fee for amendment of MTO shall be paid upon application for transfer to another zone, change of ownership of unit or transfer of MTO.

**Section 3L.04- FRANCHISE FEE:-** There shall be a collected franchise fee in the amount of One Thousand Two Hundred (P1,200.00) Pesos for the first three (3) years per unit.

(a) The franchise fee shall be paid to the Office of the Treasurer before the start of operation and to be paid every after three (3) years thereafter.

**Section 3L.05. Administrative Provisions.**

(a) Prospective operators of tricycles should first secure a Motorized Tricycle Operator's Permit (MTO) from the Sangguniang Bayan.

(b) The Sangguniang Bayan of this municipality shall:

1. Issue, amend, revise, renew, suspend, or cancel MTO and prescribe appropriate terms and conditions therefore; determine, fix, prescribe or periodically adjust fares or rates for the service provided in a zone after public hearing; prescribe and regulate zones of service in coordination with the barangay; fix, impose and collect, and periodically review and adjust but not oftener than once every three (3) years, reasonable fees and other related charges in the regulation of tricycles-for-hire; and establish and prescribe the conditions and qualifications of service.

2. Only Filipino citizens and partnership or corporation with sixty percent (60%)

Filipino equity shall be granted the MTOP. No MTOP shall be granted by the municipality unless the applicant is in possession of units with valid registration papers from the Land Transportation Office (LTO).

3. The grantee of the MTOP shall carry a common carriers insurance sufficient to answer for any liability it may incur to passengers and third parties in case of accidents;
4. Operators of tricycles-for-hire shall employ drivers duly licensed by LTO for tricycles-for-hire.
5. Operators who intend to stop service completely, or suspend service for more than one (1) month shall report in writing such termination or suspension to the Sangguniang Bayan;

(c) The Sangguniang Bayan may impose a common color for tricycles for hire in the same zone. Each tricycle unit shall be assigned and bear an identification number, aside from its LTO license plate number.

It shall establish a fare structure that will provide the operator a reasonable return or profit, and still be affordable to the general public. The fare structure may either be flat (single fare regardless of distance) as a minimum amount plus a basic rate per kilometer.

The official rate to be initially adopted shall be a minimum fee of Five Pesos (P5.00) plus \_\_\_\_\_ centavos (P0.\_\_\_\_) per km. in excess of four (4.0) km. distance pending the enactment of the prescribed fare structure for the zone by the Sangguniang Bayan.

Operators of tricycles-for-hire are required to post in the conspicuous part of the tricycle the schedule of fares.

(d) The zones must be within the boundaries of this municipality. The existing zones which covers the territorial unit not only of the municipality but other adjoining municipalities or cities as well shall be maintained provided the operators serving the said zone secure the MTOP.

(e) For the purpose of this Article, a Municipal Tricycle Operator's Permit Regulatory Board is hereby as follows:

Chairman – SB Committee on Transportation  
Vice-Chairman - LnB President  
Member: SB, Chairman, Peace and Order  
Chief of Police, PNP  
1 Authorized Rep. from the Office of the Mayor  
Secretary: SB Secretary

(f) The Municipal Treasurer shall keep a registry of all tricycle operators which shall include among others, the name and address of the operator and the number and brand of tricycles owned and operated by said operator.

#### **Article M.- Permit Fee on Occupation/Calling Not Requiring Government Examination**

**Section 3M.01. Imposition of Fee** - There shall be collected as annual fee at the rate prescribed hereunder for the issuance of Mayor's Permit to every person who shall be engaged in the practice of the occupation or calling not requiring government examination with the

municipality as follows:

<b>Occupation or Calling</b>	<b>Rate of Fee/Annum</b>
(a) On employees and workers in generally Considered "Offensive and Dangerous Business Establishments"	P 100.00
(b) On employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public	50.00
(c) On employees and Workers in food or eatery establishment	50.00
(d) On employees and workers in night or night and day establishment	50.00

**Section 3M.02. Exemption** - All professionals who are subject to the Provincial Tax imposition pursuant to Section 139 of the Local Government Code; and government employees are exempted from payment of this fee.

**Section 3M.03. Person Governed-** The following workers or employees whether working on temporary or permanent basis, shall secure the individual Mayor's Permit prescribed herewith;

(a) Employees or workers in generally considered offensive and dangerous business establishment such as but not limited to the following:

- (1) Employees or workers in industrial or manufacturing establishment such as: Aerated water and soft drink factories; air rifle and pellets manufacturing; battery charging shops, blacksmith; breweries; candy and confectionery factories; canning factories; coffee cocoa and tea factories; cosmetics and toiletries factories; cigar and cigarette factories; construction and / or repair shops of motor vehicles; carpentry shop; drug manufacturing; distillers, edible oil or lard factories; electric bulbs or neon lights factories; electric plant, electronics manufacturing; oxidizing plants; food and flour mills; fish curing and drying shops; footwear factories, foundry shops; furniture manufacturing; garments manufacturing, general building and other construction jobs during the period of construction; glass and glassware factories; handicraft manufacturing; hollow block and tile factories; Ice plants; milk, ice cream and other allied products factories; metal closure manufacturing; iron steel plants; leather and leatherette factories; machine shops, match factories, paints and allied products manufacturing; plastic products factories, perfume factories; plating establishment; pharmaceutical laboratories, repair shops of whatever kind and nature; rope and twine factories; sash factories; smelting plants; tanneries; textile and knitting mills; upholstery shops; vulcanizing shops and welding shops.
- (2) Employees and workers in commercial establishments cinematography film storage; cold storage's or refrigerating plants; delivery and messengerial services; elevator and escalator services; funeral parlors; janitorial services; junks shop; hardware; pest control services; printing and publishing houses; service station; slaughter- houses; textile stores; warehouses; and parking lots.
- (3) Employees and workers on other industrial and manufacturing firms or commercial

establishments who are normally exposed to excessive heat, light, noise, cold and other environmental factors which endanger their physical and health well-being.

(b) Employees and workers in commercial establishment who generally enter or attend to the daily needs of the general public such as but not limited to the following: Employees and workers in drugstores; department stores; groceries supermarkets; beauty saloons; tailor shops; dress shop; bank teller; receptionist, receiving clerk in paying outlets of public utilities corporation, except transportation companies; and other commercial establishment whose employees and workers attend to the daily needs of the inquiring o paying public.

(c) Employees and workers in food or eatery establishments such as but not limited to the following:

Employees and workers in canteen, carinderia, catering services, bakeries, ice cream or ice milk factories, refreshment parlor, restaurants, sari-sari stores, and soda fountains; Stallholders, employees and workers in public markets; Peddlers of cook or uncooked foods; All other food peddlers, including peddlers of seasonal merchandise.

(d) Employees or workers in night or night and day establishments such as but not limited to the following:

Workers or employees in bars; boxing stadium; bowling alleys; billiards and pool halls; cinema houses; cabarets and dance halls; cocktail lounges; circuses; carnivals and the like; day clubs and night clubs; golf clubs; massage clinics, sauna baths or similar establishment; hotels; motels; horse racing clubs; pelota courts; polo clubs; private detective or watchman security agencies; supper clubs and all other business establishment whose business activities are performed and consumed during night time.

In cases of night and day clubs, night clubs, day clubs, cocktail lounges, bars, cabarets, sauna bath houses and other similar places of amusements, they shall under no circumstances allow hostesses, waitress, waiters, entertainers, or hospitality girl below 18 years of age to work as such. For those who shall secure the Individual Mayor's Permit on their 18<sup>th</sup> birth year, they shall present their respective baptismal or birth certificate duly issued by the local civil registrar concerned.

(e) All other employees and persons who exercise their profession, occupation or calling within the jurisdiction limits of the Municipality aside from those already specifically mentioned in Section P.02.

**Section 3M.04. Time and Manner of Payment.** The fees prescribed in this Article shall be paid to the Municipal Treasurer this municipality upon filing of the application for the first time and annually thereafter within the first twenty (20) days of January and every quarter thereafter. The permit fee is payable for every separate or district occupation or calling engaged in. Employer shall advance the fees to the Municipality for its employees.

**Section 3M.05. Surcharge for Late Payment.** Failure to pay the fee prescribed in this Article within the time prescribed shall subject a taxpayer to a surcharge of Twenty-five percent (25%) of the original amount of the fee due, such surcharge shall be paid at the same time and in the same manner as the tax due.

In case of change of ownership of the business as well as the location thereof from municipality to another, it shall be the duty of the new owner, agent or manager of such business to secure a new permit as required in this Article and pay the corresponding permit

fee as though it were new business.

Newly hired workers and/or employees shall secure their individual Mayor's Permit from the moment they are actually accepted by the management of any business or industrial establishment to starts working.

The individual Mayor's Permit so secured shall be renewed during the respective birth month of the permittee next following calendar.

**Section 3M.06. Administrative Provisions.**

(a) The Municipal Treasurer shall keep a record of persons engaged in occupation and /or calling not requiring government examination and the corresponding payment of fees required under personal data for reference purpose.

(b) Persons engaged in the above mentioned occupation or calling with valid Mayor's Permit shall be required to surrender such permit and the corresponding Official Receipt for the payment of fees to the Municipal Treasurer and to the Municipal Mayor respectively for cancellation upon retirement or cessation of the practice of the said occupation or calling.

**Article N. Building Permit**

**Section 3N.01. Imposition of Fee.** There shall be collected from each applicant for a building permit fees pursuant to (PD 1096) REVISED AND UPDATED IMPLEMENTING RULES AND REGULATIONS OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES.

**Section 3N.02. Time and Payment.** The fees specified under this article shall be paid to the Municipal Treasurer upon application for a building permit from the Municipal Building Official.

**Section 3N.03. Administrative Provisions.** The application for the construction and or repair shall be in writing and shall set forth the required information, such as the location and the general dimension of the building and/or other infrastructure of the owners as well as that of the architecture or engineer who draw the plan, an estimate of the entire cost of proposed work, and the following:

- a. A copy of the plan showing the location of the building to be constructed with the reference boundaries of the lot and is constructed in the town proper or poblacion.
- b. General drawing showing:
  - b.1 Floor and roof plans
  - b.2 Foundation and footing plans
  - b.3 Transferee and longitudinal plan
  - b.4 Elevation
  - b.5 Framing plans showing complete forming of the building or structure
  - b.6 Isometric view of plumbing layout
  - b.7 Electrical layout, and
  - b.8 Detail of structure and architectural parts.

**Section 3N.04. Penalty.** Any violation of the provision of this article shall be punished by a fine of not more than Ten Thousand Pesos (10,000.00) for Commercial and Industrial while in

Residential shall be a fine of not more than One Thousand Pesos (1,000.00) or imprisonment of not more than (2) months, or both at the discretion of the Court. Provided, that notwithstanding the imposition of fine and imprisonment, the offender shall be further required to secure the necessary building permit and to pay the corresponding fees thereof or as required by existing ordinances; Provided further, that in case the construction of the building or structure is not in conformity with existing regulations, the offender shall be required to remove or demolish the said building or structure within reasonable period upon receipt of the order of demolition; and Provided, finally, that upon failure to remove or demolish the said building or structure, the Municipal Mayor or his duly authorized representative shall undertake such removal or demolition at the expense of the offender.

### **Article O. Permit Fee for the Storage of Flammable and Combustible Materials**

**Section 30.01. Imposition of Fee.** There shall be collected an annual permit fee for the storage of combustible materials at the rates as follows:

a. Storage of gasoline, diesel, fuel, kerosene and similar products

500 to 2,000 liters	P400.00
2,001 to 5,000 liters	P1,000.00
5,001 to 20,000 liters	P4,000.00
20,001 to 50,000 liters	P6,000.00
50,0001 to 100,000 liters	P13,000.00
Over 100,000 liters	P16,000.00

b. Storage of tar, resin and similar materials

1) Less than 1,000 kls.	1,000.00
2) 1,000 to 2,500 kls.	2,000.00
3) 2,500 to 5,000 kls.	3,000.00
4) Over 5,000 kls.	4,000.00

d. Storage of coal deposits

1) Below 100 tons	5,000.00
2) 100 tons or above	10,000.00

e. Storage of combustible, flammable or explosive

Substance not mentioned above	1,000.00
-------------------------------	----------

**Section 30.02. Time of Payment.**- The fees imposed in Article shall be paid to the Municipal Treasurer upon application for his permit with the Mayor to store the aforementioned substances.

**Section 30.03. Administrative Provisions.**

(a) No person shall keep or store at his place of business any of the following flammable, combustible or explosive substances without securing a permit therefor. Gasoline or naphtha not exceeding the quantity of One Hundred (100) gallons, kept in and used by launches or motor vehicles shall be exempt from the Permit fee herein required.

(b) The Mayor shall promulgate regulations for the proper storing of said substances and shall designate the proper official and shall supervise therefor.

**Article P. Permit and Inspection Fee on  
Machineries and Engines**

**Section 3P.01. Imposition of Fee.**- There shall be imposed an annual inspection fee on internal combustion engines generators and other machines in accordance with the following schedules:

(a) Internal combustible engines:

1	2 HP and below	50.00
2	5HP and below but not lower than 3 HP	60.00
3	10HP and below but not lower than 5 HP	70.00
4	14HP and below but not lower than 10HP	80.00
5	Above 15HP	100.00

(b) Other stationery engines or machines:

1	3 HP and below	50.00
2	5 HP and below but not lower than 3 HP	60.00
3	10 HP and below but not lower than 5 HP	70.00
4	14 HP and below but not lower than 10 HP	80.00
5	Above 14 HP	100.00

(c) Electrical generators and other machine propelled by electric motors will be levied the same rates found in subsection (1).

**Section 3P.02. Time of Payment.** The annual fee imposed in this Article shall be paid to the Municipal Treasurer upon application of the Permit with the Mayor but not later than fifteen (15) days after the actual inspection by person authorized in writing by the Mayor. Thereafter, the fee shall be paid within twenty (20) days of January, or of every quarter as the case may be. However, the annual registration and renewal is permanently extended until the first Friday of February.

**Section 3P.03. Administrative Provision.** No engine or machine mentioned above shall be installed or operated within the limits of this municipality, without the permit of the Municipal Mayor and the payment of the inspection fee prescribed in this Article

**Article Q. Permit Fee for Inspection and Verification of Subdivision**

**Section 3Q.01. Imposition of Fee.** There shall be collected a Mayor's Permit Fee for the verification and inspection of subdivision in this municipality, in accordance with the rates prescribed by the DHSUD, as follows:

a) Permit Fee for Verification: Annual Fee

- |   |          |
|---|----------|
| 1) For subdivision less than five (5) has.                  | 500.00   |
| 2) For subdivision from five (5) to less than ten (10) has. | 800.00   |
| 3) For subdivision over ten (10) has.                       | 1,000.00 |

In addition, subdivision owner shall pay an annual fee of One Thousand Five Hundred Pesos (P1,500.00) for verification and inspection per hectare or fraction thereof until the construction of the roads, bridges, drainage system, installation of electric post, and water system, if any are complete.

- b) Final Permit for Inspection:  
c)

- |  |        |
|--|--------|
| 1) For the first twenty (20) linear meters     | 50.00  |
| 2) For every meter in excess of linear meters  | 10.00  |
| 3) Streets:                                    |        |
| a. For the first square meter                  | 50.00  |
| b. For every sq. m. in excess of 20 sq. m.     | 10.00  |
| 4) Reinforced concrete culvert for every meter | 20.00  |
| 5) Bridge                                      | 100.00 |

If upon verification and inspection, it is found out that the subdivision is of a bigger area than what was reported as its areas, the applicant shall pay the fees corresponding to the area difference and the official receipt therefor shall be presented to the Mayor before final action is taken on the application.

**Section 3Q.02. Time of Payment.** The fees imposed in this article shall be paid by the subdivision owner or his representative to the Municipal Treasurer before verification or inspection is conducted.

**Section 3Q.03. Administrative Provisions.** The Municipal Mayor shall administer the provision of this article and other existing ordinance, executive orders, laws, regulating to, and governing subdivision and housing projects.

## Article R. Permit Fee for Zoning/Locational Clearance

**SECTION 3R.01. IMPOSITION OF FEES-** Fees for zoning and/or locational clearances for land use shall be collected from the owner's and/or contractors of land development, construction, renovation, and expansion projects as follows :

### Amount of Fee

**1. ZONING/LOCATIONAL CLEARANCE**

**A. Single Residential structure attached or detached**

- |                            |  |
|----------------------------|--|
| 1. 100,000 and below       | 300.00                                     |
| 2. Over 100,000 to 200,000 | 600.00                                     |
| 3. Over 200,000            | 800.00 + (1/10 of 1% in excess of 200,000) |

**B. Apartment/To Who Uses**

- |                              |          |
|------------------------------|----------|
| 1. 500,000 and below         | 1,500.00 |
| 2. Over 500,000 to 2 million | 2,200.00 |

- |                   |   |
|-------------------|---|
| 3. Over 2 million | 3,700.00 + (1/10 of 1% of cost in excess of 2 million regardless of the number of floors) |
|-------------------|---|

C. Dormitories

- |                        |   |
|------------------------|---|
| 1. 2 million and below | 3,700.00  |
| 2. Over 2 million      | 3,700.00 + (1/10 of 1% of cost in excess of 2 million regardless of the number of floors) |

D. Institutional

Project Cost of which is:

- |                    |  |
|--------------------|--|
| 1. Below 2 million | 2,900.00   |
| 2. Over 2 million  | 2,900 + (1/10 of 1% of cost in excess of 2 million ) |

E. Commercial Industrial and Agro-Industrial Projects Cost of which is:

- |                              |   |
|------------------------------|---|
| 1. Below 100,000             | 1,500.00  |
| 2. Over 100,000- 500,000     | 2,500.00  |
| 3. Over 500,000              | 2,900.00  |
| 4. Over 1 million- 2 million | 4,500.00  |
| 5. Over 2 million            | 4,500 + (1/10 of 1% of cost in excess of 2 million) |

F. Special uses/Special Projects

(Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc)

- |                    |  |
|--------------------|--|
| 1. Below 2 million | 7,300 + (1/10 of 1% of cost in excess of 2 million ) |
| 2. Over 2 million  | 7,300 + (1/10 of 1% of cost in excess of 2 million ) |

G. Alteration/ Expansion (affected areas/ cost only)      Same as the original application

**2. SUBDIVISION AND CONDOMINIUM PROJECTS under P.D. 957)**

A. Subdivision Projects

1. Approval of Subdivision Plans (including townhouses)

i. Preliminary Approval and Location Clearance (PALC)/  
Preliminary Subdivision Development Plan (PSPD)

- |                  |                                |
|------------------|--------------------------------|
| * Processing Fee | 400/ha. Or a fraction thereof  |
| * Inspection fee | 1,600/ha regardless of density |

ii. Final Approval and Development Permit

- |  |                                |
|--|--------------------------------|
| * Processing Fee                                 | 2,900/ha regardless of density |
| Additional fee on Film Area of housing component | 4.00/sq.m                      |
| * Inspection fee                                 | 1,600/ha regardless of density |

iii. Alteration of Plan (affected areas only)      Same as Final Approval and Developmental Permit

2. Certificate of Registration Processing Fee

- |                  |          |
|------------------|----------|
| * Processing Fee | 2,900.00 |
|------------------|----------|

3. License to Sell

- |   |                  |
|---|------------------|
| * Processing Fee                                  | 300/saleable lot |
| Additional fee on Floor Area of Housing component | 15/sq.m          |

* Inspection fee	1,600/ha regardless of density
4. Certificate of Completion	
*Certificate Fee	300.00
*Processing Fee	
*Inspection Fee	1600/ha regardless of density
5. Extension of time to Develop	
* Processing Fee	600.00
Additional fee (Unfinished area for development)	15/sq.m
*Inspection Fee	1600/ha regardless of density
Application for CR/LS with DP issued by LGU shall be charged inspection fee.	
<b>B. Condominium Project</b>	
1. Approval of Condominium Plans/ Final Approval and Development Permit	
i. Preliminary Approval and Locational Clearance	
ii. Final Approval/Development Permit	
* Processing Fee	800.00
a. Land Area	8/sq.m.
b. No. of floors	300/floor
c. building Areas	24/sq.m of GFA
*Inspection Fee	1,600/ha
iii. Alteration of Plan (affected areas only)	Same as final Approval and Development Permit
iv. Conversion (affected areas only)	do
2. Certificate of Registration	
* Processing Fee	2,900.00
3. License to Sell	
a. Residential	18/sq.m. of saleable area
b. Commercial	40/sq.m. of saleable area
*Inspection Fee	1,600/ha
4. Extension of Time to Develop	
* Processing Fee	600.00
Additional Fee (Unfinished floor area for development)	20/sq.m.
*Inspection Fee	1,600/ha
5. Certificate of Completion	
*Certificate Fee	300.00
*Processing Fee	
*Inspection Fee	1,600/floor

### **3. SUBDIVISION AND CONDOMINIUM PROJECTS (under B.P.220)**

#### **A. Subdivision Projects**

##### **1. Approval of Subdivision Projects**

###### **i. Preliminary Approval and Locational Clearance**

###### **\* Processing Fee**

a. Socialized Housing	100/ha
b. Economic Housing	300/ha

###### **\*Inspection Fee**

a. Socialized Housing	1600/ha
b. Economic Housing	1600/ha

###### **ii. Final Approval and Development Permit**

###### **\*Processing Fee**

a. Socialized Housing	1,600/ha
b. Economic Housing	1,500/ha

*Inspection Fee	
a. Socialized Housing	1,600/ha
b. Economic Housing	1,600/ha

(Projects already inspected for PALC application may not be charged inspection fee)

iii. Alteration of Plan (affected areas only)	same as Final Approval and Development Permit
iv. Building Permit (floor area of housing unit)	10/sq.m
2. Certificate of Registration	
*Processing Fee	
a. Socialized Housing	500.00
b. Economic Housing	800.00
3. License to Sell (per saleable lot)	
* Processing Fee	
a. Social Housing	30/saleable lot
b. Economic Housing	100/saleable lot
Additional fee on floor area of housing component	5/sq.m.
* Inspection Fee	
a. Socialized Housing	1600/ha
b. Economic Housing	1600/ha
4. Extension of Time to Develop	
* Processing Fee	
a. Socialized Housing	500.00
b. Economic Housing	600.00
Additional fee (Unfinished area for development)	300/sq.m.
* Inspection Fee	
a. Socialized Housing	1600/ha
b. Economic Housing	1600/ha
5. Certificate of Completion	
* Certificate Fee	200.00
a. Socialized Housing	250.00
b. Economic Housing	250.00
* Processing Fee	
a. Socialized Housing	250.00
b. Economic Housing	250.00
* Inspection Fee	1,600/ha
6. Occupancy Permit	
* Processing Fee	
a. Socialized Housing	10/sq.m.
b. Economic Housing	10/sq.m.
* Inspection Fee (saleable floor area of the housing component)	
c. Socialized Housing	1600/ha
d. Economic Housing	1600/ha

## B. Condominium Projects

1. Approval of Condominium Plans	
i. Preliminary Approval and Locational Clearance	800.00
ii. Final Approval and Development Permit	
* Processing Fee	
a. Total Land Area	10/sq.m.
b. No. Of Floors	150/floor
c. Building Areas	10/sq.m. of GFA

* Inspection Fee	1600/ha
iii. Alteration of Plan (affected areas only)	Same as Final Approval and Developmental
2. Certificate of Registration	800.00
3. License to Sell	
a. Residential	10/sq.m. of saleable area
b. Commercial	15/sq.m. of saleable area
* Inspection Fee	1600/ha
4. Extension of Time to Develop	
* Processing Fee	5/sq.m.
* Inspection Fee (unfinished area for development)	1600/floor
5. Certificate of Completion	
Certificate Fee	250.00
* Processing Fee	
* Inspection Fee	1600/ha

#### 4. INDUSTRIAL/ COMMERCIAL SUBDIVISION

1. Approval of Industrial/Commercial Subdivision	
i. Preliminary Approval and Locational Clearance	
* Processing Fee	500/ha
* Inspection Fee	1600/ha
ii. Final Approval and Development Permit	
* Processing Fee	800/ha
* Inspection Fee	1600/ha
(Projects already inspected for PALC application may not be charged inspection fee)	
iii. Alteration of Plan (affected areas only)	Same as final Approval and Development Permit
2. Certificate of Registration	2,900.00
3. License to Sell	
* Processing Fee	5/sq.m. of land area
* Inspection Fee	1600/ha
4. Extension of Time to Develop	
* Processing Fee	550.00
Additional fee (Unfinished area for development) 20/sq.m.	
* Inspection Fee	
5. Certificate of Completion	
* Certificate Fee	250.00
* Processing Fee	
a. Industrial	550.00
b. Commercial	750.00
* Inspection Fee	1600/ha

#### 5. FARM LOT SUBDIVISION

1. Approval of Farmland Subdivision	
I. Preliminary Approval and Locational Clearance	
● Processing Fee	300/ha
● Inspection Fee	1,600/ha
II. Final Approval and Development Permit	
● Processing Fee	1,500
● Inspection Fee	1,600/ha
(Project already inspected for PALC application may not be charged inspection fee)	

III. Alternation of Plan ( affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	2,900.00
3. License to Sell	
• Processing Fee	800/lot
• Inspection Fee	1,600/ha
4. Extension of Time to Develop	
• Processing Fee	550.00
• Additional Fee on Floor Area of housing component and other development	20/sq.m.
• Inspection Fee	P1,600/ha
5. Certificate of Completion	
• Certificate Fee	P250.00
• Processing Fee	P250.00
• Inspection Fee	P1,600/ha

## 6. Memorial Park/ Cemetery project/ Columbarium

### i. Preliminary Approval and Locational Clearance

a. Memorial Project	P 750/ha
b. Cemeteries	P 300/ha
c. Columbarium	P 3,700/ha
• Inspection Fee	
a. Memorial Project	P1,600/ha
b. Cemeteries	P1,600/ha
c. Columbarium	P1,600/ha

### ii. Final Approval and Development Permit

a. Memorial Project	P5 /sq.m.
b. Cemeteries	P5 /sq.m.
c. Columbarium	P10 /sq.m. of land area P5 / floor P25/sq.m. of GFA

#### • Inspection Fee

( Project already inspected for PALC application may not be charged inspection fee)

a. Memorial Project	P1,550/ha
b. Cemeteries	P1,550/ha
c. Columbarium	P1,550/ha

### iii. Alternation Fee Same as Final Approval Development Permit

1. Certificate of Registration	P2,900
2. License to Sell	
• Processing Fee	
a. Memorial Project	P80 / 2.5 sq.m.
Apartment Type	P30/ unit
b. Cemeteries	P30 /tomb
c. Columbarium	P80/ vault
• Inspection Fee	
a. Memorial Project	P1, 550/ha

b. Cemeteries	P1, 550/ha
c. columbarium	P1, 550/floor
3. Extension of Time to Develop	
• Processing Fee	P 550
Additional Fee ( unfinished area for development)	
a. Memorial Project	P1,500
b. Cemeteries	P800 /ha
c. Columbarium	P10 /sq.m. of GFA
• Inspection Fee	
a. Memorial Project	P1,550/ha
b. Cemeteries	P1,550/ha
c. Columbarium	P1,550/floor
4. Certificate of Completion	
• Certificate Fee	P250
• Processing Fee	
a. Memorial Project	P1,500
b. Cemeteries	P750/ha
c. Columbarium	P10 /sq.m. of GFA
• Processing Fee	
• Inspection Fee	
a. Memorial Project	P1,550/ha
b. Cemeteries	P1,550/ha
c. Columbarium	P1,550/ha

## 7. Other Transaction/ Certifications

### A. Applicant/ Request for:

1. Advertisement Approval	P 750
2. Cancellation/ Reduction of Performance Bond	P2,900
3. Lifting of Suspended License to Sell	P2,900
4. Exemption from cease and / Desist Order	P 250
5. Clearance to Mortgage	P1,500
6. Lifting of Cease and Desist Order	P2,900
7. Change of Name/ Ownership/Amendments of CRLS	P1,500
8. Voluntary cancellation of CRLS	P1,500
9. Revalidation/ Renewal of Permit ( Condominium)	P60% of current proc

### B. Other Certifications

1.	Zoning Certification Certification of Town Plan/Zoning Ordinance	P 750/ha	
2.	Approval	P 250	
3.	Certification of New Rights/Sales	P 250	
4.	Certificate of Registration (form)	P 250	
5.	License to Sell (form)	P 250	
6.	Certificate of Creditable	P 250 / lot or unit withholding Tax (maximum of % lots per certificate)	
7.	Other, to include:		
a.	Availability of Records / public request	P 300	
b.	Certificate of no record on file	P 300	
c.	Certificate of with or without CRLS	P 300	
d.	Certified true copy of documents (report size)		
	• Documents of five (5) pages or less	P 50	
	• Every additional page	P 5	
e.	Photo copy of documents	P 5	
f.	Other not listed above	P 250	

#### 8. Registration of Dealer/ Brokers/ Salesman

1.	Dealers/ Brokers	P 750
2.	Salesman/ Agent	P 300

#### 9. Home owners Association

1.	Registration of HOA		
	Examination/ Registration	Regular HOAS	CMP HOAS
	• Articles of Incorporation	P 950	780
	• By-Laws	P 950	780
2.	Stamping Books	P60/ book	
3.	Amendments		
	• Articles of Incorporation	P 750	
	• By-Laws	P 750	
4.	Dissolution of Homeowners Association	P 750	
5.	Certification of the new set of Offices	P 550	
6.	Other Certifications	P 250	
	• Inspection Fee	P 1,600/ha	
7.	Research Fee	P 60/ docket	

#### 10. Legal Fees (Community Master Plan Project)

1.	Filing Fee	P1,500
	Additional Fee for claims (For refund, damages, attorney's fee, etc.)	
2.		
	1. Not more than P20,000	P 200
	2. More than P20,000 but less than P80,000	P 600
	3. P80,000 or more but less than P100,000	P 900
	4. P100,000 or more but less than P150,000	P 1,500
	5. For each P1,000 in excess of P150,000	P 10
3.	Motion for Reconsideration	P 650
4.	Position of Review	P 2,900
5.	Prayer for Cease and desist Order	P1,250

6. Proper-litigants are exempt from payment of legal fees
  1. Those who gross income is not more than P6,000 per month and residing Metro Manila
  2. Those who gross income is not more than P4,000 per month and residing Metro Manila
  3. Those who do not own property
 Government agencies and its Instrumentalities are exempted
7. from paying legal fees
 

Local government and government owned or controlled corporation with or without independent charters are not
8. exempted paying Legal fees.

**11. UPLC Legal Research Fee**

Computation of legal research fee for the university of the Philippines law center

(UPLR) Remains at one percent (1%) of every fee charged but shall in no case be lower than P12.00 Covered by MEMORANDUM CIRCULAR NO. 18 Series of 2013 ( October 2, 2013)

**12. Research/Service Fee (50% discount for students)**

1. Photocopy (Maps: Subd. /Condo Plans, presentation size) P 100  
P 30 1st 5 pages;
2. Hard Copy from Diskettes (License to Sell data) P5/page in exceed of 5  
P 500/diskettes;  
additional P50 for rush
3. Electronic file (License to Sell available data) job
4. Electronic File (Land Use Maps available) P 10,000.00
5. Certified True Copy Map (Land Use Plan) P 100

**13. PENALTY-** Penalties for violation of any provisions of this Ordinance shall be imposed in accordance with the Revised Schedule of Fees and Fines and Guidelines for its imposition which was approved under HLURB Resolution No. 912 dated December 3, 2013, as specified herein below, but shall in cases of fines and imprisonment be not more than Five Thousand Pesos (P 5,000) or more than one year (1) respectively, to wit:

**SCHEDULES OF FINES**

**CONFORMITY WITH LAND USE**

Project Type	CONFORMING			NON-CONFORMING		
	Minimum	Medium	Maximum	Minimum	Medium	Maximum
Industrial	P 1000-2500	2501-4000	4001-5500	2501-3000	3001-4000	4001-5000
Agro-Industrial	750-2000	2001-3500	3501-5000	2001-3000	3001-4000	4001-5000
Agricultural	700-1500	1501-3000	3001-4500	1501-3000	3001-4000	4001-5000
Commercial	700-1500	1501-3000	3001-4500	1501-3000	3001-4000	4001-5000
Institutional	500-1200	1201-2400	2401-3500	1201-2400	2401-4000	4001-5000
Residential	500-1000	1001-1500	1501-2000	1001-2000	2001-3000	3001-4000
Special Project	1000-3500	3501-6500	6501-10000			

	Minimum	Medium	Maximum
2. Violation of the terms and conditions of clearance and all other non-compliance with the requirements for locational clearance	500-2000	2001-3500	3501-5000
1. As per approved Sangguniang Panlalawigan (SP) or DHSUD Comprehensive Land Use plan and Zoning Ordinance			
2. Exclude single-detached family dwelling units.			
B. For violation of ULRZ/APD, laws, rules and conditions			
	Minimum	Medium	Maximum
1. Selling without sales clearance	200-500	501-700	701-1000
2. Mortgaging without mortgage clearance	100-250	251-350	351-500
3. Failure to register existing rights	100-250	251-350	351-500

C. For violations of real estate laws, rules and regulations

	Minimum	Medium	Maximum
1. Failure to secure development permit	1000-3000	3001-4000	4001-5000
2. Unauthorized alteration of approved development Plan	1000-3000	3001-4000	4001-5000
3. Non-compliance with approved development plan	1000-3000	3001-4000	4001-5000
4. Incomplete development	1000-3000	3001-4000	4001-5000
5. Non-development	1000-3000	3001-4000	4001-5000
6. Failure to register project	1000-3000	3001-4000	4001-5000
7. Selling without Development Plan	1000-3000	3001-4000	4001-5000
8. Selling without Certificate of Registration	1000-3000	3001-4000	4001-5000
9. Selling without license (per unit/lot)	1000-3000	3001-4000	4001-5000
10. Violation of terms/conditions of development permits and license to sell	1000-3000	3001-4000	4001-5000
11. Failure to secure advisement approval	1000-3000	3001-4000	4001-5000
12. Failure to secure mortgage clearance (per unit/lot)	1000-3000	3001-4000	4001-5000
13. Failure to redeem mortgage (per unit/lot)	1000-3000	3001-4000	4001-5000
14. Non-delivery of title	1000-3000	3001-4000	4001-5000
15. Failure by the owner /development to annotate mortgage Affidavit of undertakings	1000-3000	3001-4000	4001-5000
16. Failure to change/ amend name of project	1000-3000	3001-4000	4001-5000
17. Unauthorized change or amendment in the name of the project	1000-3000	3001-4000	4001-5000
18. Failure to annotate contract to sell in the title	1000-3000	3001-4000	4001-5000
19. Imposition of realty taxes and other charges on vendee contrary to P.D. 957	1000-3000	3001-4000	4001-5000
20. Failure to register or secure title covering open spaces/common areas	1000-3000	3001-4000	4001-5000

21. Failure to submit sales status report	1000-3000	3001-4000	4001-5000
22. Failure of the developer, broker, salesman to register or renew registration (per year)	200-500	501-700	701-1000
23. Failure of the developer to initiate the organization of HOA	1000-3000	3001-4000	4001-5000
24. Violation of other provisions of P.D. 957 and other related laws, including their implementing rules and guidelines.	1000-3000	3001-4000	4001-5000
<b>D. For violation of homeowner association (HOA) laws, rules and regulations</b>			
<b>REGULAR/CMP</b>			
1. Non registration (SEC. 30, P.D. 957)	500-1000	1001-3000	3001-5000
2. Failure to register amendment (s) to articles of Incorporation and By-Laws	500-1000	1001-3000	3001-5000
3. Non-submission of annual reportonal requirements:			
a. corporate financial records	500-1000	1001-3000	3001-5000
b. updated of members/ information sheet	500-1000	1001-3000	3001-5000
c. set of officers	500-1000	1001-3000	3001-5000
d. board resolution/minutes of the meeting	500-1000	1001-3000	3001-5000
4. Failure to hold regular election in accordance with By laws	500-1000	1001-3000	3001-5000
5. Commission or omission of an act amounting to surrender of corporate rights, privileges or franchise	500-1000	1001-3000	3001-5000
6. Fraud or misrepresentation in procurement of registration	500-1000	1001-3000	3001-5000
7. Continuous in operation or inactivity for a period of at least 5 years	500-1000	1001-3000	3001-5000
8. Non compliance or defiance of any lawful order of HLURB	500-1000	1001-3000	3001-5000
9. Misuse of a right, privilege or franchise conferred upon it by law or exercise of a right or privilege or fraud contrary to law	500-1000	1001-3000	3001-5000
10. Serious misinterpretation of the association's legal Capacity	1000-3000	3001-4000	4001-5000

## **GUIDELINES IN THE IMPOSITION OF ADMINISTRATIVE FINES**

### **A. Grounds for Imposition**

Where the existence of the following acts and omissions are duly established, the fine fixed on the schedule of administrative fines correspondingly to such act or omission shall be imposed:

1. Failure without just cause to secure any of the clearances, permits, licenses or approval that are required by law or regulations to be secured from the Zoning Officer of the Municipal Government.
2. Failure to comply with any of the condition/s set forth in the clearances,

- permits, licenses or approval issued by the Municipal Government.
3. Failure to complete development, non-provision of the required facilities, non-compliance with approved development plan or altering without approval in case of subdivisions, condominiums and townhouses;
  4. Selling of lots in a subdivision, farm lots and memorial parks, condominium units and townhouses without license to sell or advertising without approval and selling mortgaging, leasing or otherwise encumbering lands/properties within Urban Land Reform Zones or Areas for Priority Development without approval/clearances from the Board;
  5. Misrepresentation of facts and circumstances relative to the project at the time of application or monitoring; and
  6. Failure without just cause to register the homeowners association; submits its articles of incorporation, constitution and by-laws, or any amendment/s thereto, annual reportorial requirements, i.e, corporate financial records, updated information sheet, or bond resolutions and/or minutes of meetings; and, hold regular election/s as well as special or general assembly meetings that are required under the by- laws of the association, the law, or regulations of the Department of Human Settle and Urban Development (DHSUD);

## **B. General Circumstances to be Considered**

In determining whether a fine/penalty shall be imposed as well as the nature/extent/amount thereof, the following attending factors/circumstances shall be taken into consideration:

1. The impact, notoriety, or gravity of the violation/s committed;
2. The presence of circumstances, indicating good or bad faith on the part of the violators;
3. The presence or possibility of damage, prejudice or inconvenience to the members, neighbors and/or the community in general; or the larger physical, social, or moral impact of the commission or omission to the society;
4. The implication of the continued existence of the violation on the attainment of the objectives/purposes enunciated in the law and regulations;
5. The nature and frequency of violations,

## **C. General Rules in Imposing Fines /Penalties**

In the imposition of fines/penalties, the following rules shall apply:

1. In the absence of any mitigating or aggravating circumstances the "Medium Range" of Penalties shall apply.
2. Each circumstances shall be generally considered as of equal weight, i.e., one mitigating circumstances shall be equivalent to, and shall offset or cancel an aggravating circumstances, except in following cases:
  - i. Special Aggravating circumstance of repeated violation shall be offset only by two (2) mitigating circumstances.
  - ii. Lack of foreknowledge, ignorance of the law, where any one of the circumstances mentioned in II D.6, are absent, which shall be considered as 2 privileged mitigating circumstances that can be offset only by the two (2) aggravating circumstances.
3. Within each range (minimum, medium, maximum) there shall be equal sub-

ranges based on project classification by land use intensity (e.g. R1, R2, CI, C2, II, 12, etc.) with those lowest in intensity being imposed the minimum amount in the range;

4. Within each sub range shall be “High” and “Low” periods with the applicability of the periods in question being dependent on the presence or absence of rules and regulations at the time the violation is committed;
5. To determine the extent of a period or a sub-range, the sum of the minimum and maximum amounts of each periods or sub-range shall be divided by the number of periods/sub-range to be created and the resulting quotient shall be considered as the extent of such period or sub-range, which shall then be reckoned from the minimum amount of the range or the maximum amount of the preceding sub-range, as the case may be.

#### **D. Circumstances Justifying Exemption from Fine**

The following circumstances shall be sufficient to exempt the violator from liability for fines.

1. Where the proponent has secured zoning/locational clearance and/or other permits from a local zoning administrator or building official and/or other local officials with apparent authority to issue the same, provided that:
  - a. Said permit is secured prior to establishment of the project;
  - b. Proponent subsequent voluntarily applied for proper clearance from the Board;
  - c. In case there are existing complaints, proper remedial measures shall be instituted.
2. Where projects are undertaken by other government agencies and/or corporations;
3. Where the projects are established in municipalities without town plans/zoning ordinances provided other permits justifying its existence have been secured;
4. Where the property is located within APD/ULRZ but is not occupied by qualified tenants, and is sold/mortgaged or encumbered under any of the following circumstances:
  - a. When the sale/mortgage is between members of the same family or relatives (up to third degree);
  - b. When the same arose out of partition among co-owners;
  - c. When the area of the property is less than one hundred (100) square meters;
  - d. When the sale/mortgage or other encumbrance was due to an immediate medical emergency which requires medical expenses or to a need to defray funeral expenses of the immediate members of the families and extra-ordinary expenses in case of fire, flood and other natural calamities,
5. Where non-completion of the development of a portion of the subdivision is beyond the control of the developer such as (deterioration of peace and order, occurrence of force majeure, or the area has been established to be illegally occupied, shortage of materials, extraordinary devaluation of the currency;
6. Lack of foreknowledge in the establishment of any land use/development project, and/or ignorance of the laws and regulations on locational clearance/subdivision regulations provided that both of the following circumstances are also present:
  - a. Either project location is in a remote area, or responsible officials failed to disseminate information concerning pertinent requirements; or require the same.
  - b. Existence of analogous facts/information that may warrant exemption from fine,
7. Where the association, or its board of directors, or authorized officers, has

secured the association's registration certificate; filed its articles of incorporation, constitution and by-laws, or any amendment/s thereto submitted its annual reportorial requirements, i.e. corporate financial records, updated information sheet, or board resolutions and/or minutes of meetings; and reported its regular election/s as well as special or general assembly meetings that are required under the by-laws of the association, the law, or regulations of the Department of Human Settlement and Urban Development (DHSUD) to the concerned Regional Office of the DHSUD, provided that:

- a. Said Registration certificate, articles of incorporation, by-laws, or amendments thereto, etc. was filed prior to the formal operation of the activities/business of the association, or the discovery of its violation by the Regional Office;
  - b. The association before being cited for violation, has un fact and in truth previously applied for its registration, submitted its corporate records etc.;
  - c. There is/are pending case/s or action/s before DHSUD Arbiters and/or the Board of Commissioners the subject matter of which are identical and directly relevant to those cited in the violation, and proper remedial measure have been established for the protection and preservation of the rights of the members during the pendency of such action;
8. Where the association was previously registered with, or has complied with the rules and regulations of registration of the Home Guarantee Corporation (HGC), Securities and Exchange Commission (SEC), the Presidential Commission on Urban Poor (PCUP), the Cooperative Development Authority (CDA) , or any other analogous government agency directly or indirectly tasked to register homeowners association, provided, their corporate records are subsequently transmitted and duly registered with the HLURB;
  9. Where the association has submitted in advance substantial relevant documents for its registration or compliance with its reportorial requirements, etc, but has yet to secure, without bad faith or misrepresentation on its parts, other requirements being held or withheld by any judicial, administrative, local, or legislative agencies of the government, any contracting party;
  10. Where registration, submission of reportorial requirement, and other compliance with the orders of the HLURB is beyond the control of the association such as when there exists deteriorating peace and order in their locality, occurrence of force majored, or the area has been established to be illegally occupied, shortage of materials, or extraordinary devaluation of the currency;

#### **E. Mitigating Circumstances Justifying the Imposition of Minimum Range of Fines**

The following mitigating circumstances shall warrant the Imposition of the Minimum Level of Fines:

1. When the violation has minimal adverse impact on the adjoining areas or projects or on the rights of affected parties, if any;
2. When the failure to do a required act was due to unforeseen or unavoidable circumstances not totally beyond the control of and brought by the violator;
3. When the violation although not confirming does not pose any present danger to public health, Safety, convenience and peace and order;
4. When the violation can be easily rectified, i.e. the law/regulation/condition can still be complied with; Where there was negligence on the part of the violator in

falling to immediately comply with the requirements of the law but no adverse consequence have been noted;

5. When the violation has minimal adverse impact on the great number of members of the association, the operation and management of the homeowners association as well as facilities of the subdivision, the financing institution or originators which assists the association in the acquisition and development of the occupied lands of the members, and the whole community where the association is situated;

#### **F. Aggravating Circumstances Warranting Imposition of Maximum Range of Fines**

1. Where the status/standing/experience and other qualifications of the violators is such that he may be presumed to be already aware of the pertinent requirements if the law and regulations;
2. When the violator has a history of similar offenses or violation over Several occasions;
3. Where no remedial/corrective measures are made despite due notices, or even if measures are undertaken the same are still not adequate;
4. Where owner/developer fall to complete the development of the project without just cause or despite the grant of extension;
5. Where the association, through its directors or officers, fails to comply with the requirements of registration and other acts that it is instructed to observe without just cause or despite the grant of extension to fulfill the order;
6. Where the violation has been established to be deliberately committed or completely without or reasonable cause;
7. When the project/transaction is subject of actual complaints and found of established to be valid after proper investigation.

#### **G. Grounds for Reconsideration of Penalties/Fines**

A motion for reconsideration of an Order Imposing Penalties/Fines may be filed on ant of the following grounds:

1. The penalty or fine imposed Is not in accordance with nor authorized by law or existing regulations;
2. The fine imposed is excessive, unreasonable, oppressive or arbitrary;
3. The findings of facts do not conform to the truth or do not provide sufficient basis for imposition of fine.

**Section 3R.02. Time of Payment.** The fees in this Article shall be paid by the applicant or his representative to the Municipal Treasurer when zoning/location clearance is granted.

**Section 3R.03. Administrative Provision.** The Municipal Mayor shall administer the provision of this Article and other existing ordinances, executive orders, laws relating to and governing zoning/location clearance.

### **Article S. Permit Fee for Temporary Use of Roads, Streets, Sidewalk, Alleys, Patios, Plazas and Playgrounds**

**Section 3S.01. Imposition of Fee.** Any person that shall temporarily use and/or

occupy a street, sidewalk, or alley or portion thereof in this municipality in connection with their construction works and other purposes, shall first secure a permit from the Mayor and pay a fee in the following schedule:

- |                     |  |
|---------------------|--|
| 1) For construction | P10.00 /sq.m. per week or fraction thereof |
| 2) Others           | 5.00/sq.m. per day                         |

For wake and other charitable, religious and educational purposes, use and/or occupancy is exempted from the payment of permit fee provided a corresponding permit is secured prior to such use and/or occupancy.

**Section 3S.02. Time of Payment.** The fee shall be paid to the City Treasurer upon application of the permit with the City Mayor.

**Section 3S.03. Administrative Provisions.** The period of occupancy and/or use of the street, sidewalk, or alley or portion thereof shall commence from the time the construction permit is issued and shall terminate only upon the issuance of the certificate of building occupancy. The Municipal Engineer shall report to the Municipal Treasurer the area occupied for purposes of collecting the fee.

## **Article T. Permit Fee for the Conduct of Group Activities**

**Section 3T.01. Imposition of Fee.** Every person who shall conduct, or hold any program, or activity involving the grouping of people within the jurisdiction of this municipality shall obtain a Mayor's permit therefor for every occasion of not more than twenty-four (24) hours and pay the Municipal Treasurer the corresponding fee in the following schedule:

- |  |          |
|--|----------|
| 1. Conference, meetings, rallies and demonstration in outdoor, in parks, plazas, roads/streets | P 500.00 |
| 2. Concert   | 500.00   |
| 3. Promotional sales   | 500.00   |
| 4. Motocross   | 1,000.00 |
| 5. Other Group Activities  | 500.00   |

**Section 3T.02. Time of Payment.** The fee imposed in this article shall be paid to the Municipal Treasurer upon filing of application for permit with the Municipal Mayor.

**Section 3T.03. Exemption.** Programs or activities conducted by educational, charitable, religious and governmental institutions free to the public shall be exempted from the payment of the fee herein imposed, provided, that the corresponding Mayor's Permit shall be secured accordingly. Programs or activities requiring admission fees for attendance shall be subject to the fees herein imposed even if they are conducted by exempt entities.

**Section 3T.04. Administrative Provision.** A copy of every permit issued by the Municipal Mayor shall be furnished to the Chief of Police or Station Commander of the Philippine National Police (PNP) of the municipality who shall assign police officers to the venue of the program or activity to help maintain peace and order.

## **CHAPTER IV. SERVICE FEES**

## Article A. Secretary's Fees

**Section 4A.01. Imposition of Fees.** There shall be collected the following fees from every person requesting for copies of official records and documents from the offices of this municipality.

	<u>Amount of Fee</u>
(a) For every page or fraction thereof typewritten (not including the certificate and notation)	P 100.00
(b) For each certificate of correctness (with seal of Office) written on the copy or attached thereto	P 100.00
(c) For certifying the official act of the Municipal Judge or other judicial certificate with seal	P 100.00
(d) 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 100.00
(e) Photocopy or any other copy produced by copying machine per page	P 5.00
(f) Certificate of Posting (lost title)	P 200.00
(g) Filing fee for administrative case	P 500.00
(h) Certifications (except certificate of indigency)	P 100.00

**Section 4A.02. Exemption.** The fees imposed in this Article shall not be collected for copies furnished to other offices and 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 4A.03. Time and Manner of Payment.** The fees shall be paid to the Municipal Treasurer at the time the request, written or otherwise, for the issuance of a copy of any municipal record or document is made.

## Article B. Local Civil Registry Fees

**Section 4B.01. Imposition of Fees.** There shall be collected for services rendered by the Municipal Local Civil Registrar of this municipality the following fees:

(a) Marriage Fees:

1. Application for marriage license	P300.00
2. Marriage license fee	P2.00
Additional Fee	P48.00
Pre marriage counseling certificate	P100.00

(b) For registration of the following:

1. Legitimation by adoption thru court decree	P250.00
2. Adoption	P2,000.00
Correction of entries other than RA 9048 and RA	
10172	P2,000.00
4. Annulment/Legal Separation/Declaration Nullity	P2,000.00

5.	Confirmation of Decree of Divorce from Abroad	P3,000.00
6.	Declaration of Presumptive Death	P2,000.00
7.	Naturalization	P1,500.00
(c)	Correction of Entries in the Civil Registrar under RA 9048	
1.	Change of First Name	P3,000.00
2.	Correction of Clerical Error	P1,000.00
3.	Migrant Petition	
	Change of First Name	P1,000.00
	Correction of Clerical Error	P500.00
(d)	Registration of Legal Instrument Fees	
	Affidavit to Use the Surname of the Father Under R.A	
1.	9225	250.00
2.	Affidavit of Acknowledgement/Admission of Paternity	250.00
	Affidavit Legitimation by Subsequent Marriage of	
3.	Parents	250.00
4.	Voluntary Emancipation of Minor Child	2,000.00
5.	Repatriation Option to Elect Philippine Citizenship	2,000.00
6.	Affidavit of Oath of Allegiance	250.00
7.	Affidavit of Marriage Settlement	2,000.00
8.	Affidavit of Reappearance	2,000.00
9.	Ratification of artificial insemination	2,000.00
(e).	Fees for Delayed Registration	
1.	Birth	500.00
2.	Marriage	500.00
3.	Death	500.00
4.	Court Decrees & Legal Instruments	1,000.00
5.	Out-Of-Town Registration	500.00
(f)	Civil Registry Certificates	100.00
(g)	All Other Certificates Subject to Endorsement	300.00
(h)	BREQs (service fee)	60.00
(e)	Registration Transfer	200.00
(j)	All other documents for electronic endorsement	50.00
(k)	Supplemental report	300.00
(l)	Burial permit fee	100.00

**Section 4B.02. Exemptions.** The fee imposed in this Article shall not be collected in the following cases:

(a) Issuance of certified copies of documents for official use at the request of a competent court or other government agency, except those copies required by courts at the request of litigants, in which case the fee should be collected.

(b) Issuance of birth certificates of children reaching school age when such certificates are required for admission to the primary grades in a public school.

(c) Burial permit of a pauper, per recommendation of the Municipal Mayor.

**Section 4B.03. Time of Payment.** The fees shall be paid to the Municipal Treasurer before registration or issuance of the permit, license or certified copy of local registry records or documents.

**Section 4B.04. Administrative Provision.** A marriage license shall not be issued unless a certification is issued by the Family Planning Coordinating Council that the applicants have undergone lectures on family planning.

### Article C. Clearance Fee

**Section 4C.01. Imposition Fee.** There shall be paid for each clearance certificate obtained from the Mayor's office and Office of the Municipal Treasurer of this municipality the following fees:

	<u>Amount Fee</u>
1. Tax Clearance	P 100.00
2. Mayor's Clearance	
For employment	100.00
For Student	30.00
3. Other clearance	100.00

**Section 4C.02. Time of Payment.** The service fee provided under this Article shall be paid to the Municipal Treasurer upon application for the clearance certificate.

### Article D. Sanitary Inspection Fee

**Section 4D.01. Imposition of Fee.** There shall be collected the following annual fees from each business establishment in this municipality or house for rent, for the purpose of supervision and enforcement of existing rules and regulations and safety of the public in accordance with the following schedule:

	<u>Amount of Fee</u>
a. For house for rent/boarding house	200.00
b. Manufacturers, Millers, Assemblers, Processors and Similar Business	200.00
c. Hotels, Apartments, Motels and Lodging Houses	200.00
d. Restaurants, Day and Night Clubs, Cafes, and Eateries	200.00
e. Hospitals, Clinics and similar businesses	200.00
f. Laboratories	200.00
g. Movie houses	200.00
h. Other business establishments	100.00
HEALTH CARD	
GREEN - employees working in food establishments	150.00
YELLOW - employees working in non-food establishments	150.00
Sanitary Permit Fee	100.00

**Section 4D.02. Time of Payment.** The fees imposed in this Article shall be paid to the

Municipal Treasurer upon filing of the application for the sanitary inspection certificate with the Municipal Health Officer and upon renewal of the same every year thereafter within the first twenty (20) days of January. However, the annual registration and renewal is permanently extended until the first Friday of February.

**Section 4D.03. Administrative Provisions.**

(a) The Municipal Health Officer or his duly authorized representative shall conduct an annual inspection of all establishments and buildings, and accessories and houses for rent, in order to determine their adequacy of ventilation, general sanitary conditions and propriety for habitation.

(b) The Municipal Health Officer shall require evidence of payment of the fee imposed herein before he issues the sanitary inspection certificate.

**Article E. Service Fees for Health Examination**

**Section 4E.01. Imposition of Fee.** There will be collected a fee of One Hundred Pesos (P100.00) from any person who is given a physical examination by the Municipal Health Officer or his duly authorized representative, as required by existing ordinances.

A fee of Twenty Five Pesos (P25.00) shall be collected for each additional copy of subsequent issuance of a copy of the initial medical certificate issued by the Municipal Health Officer.

**Section 4E.02. Time of Payment.** The fee shall be paid to the Municipal Treasurer before the physical examination is made and the medical certificate is issued.

**Section 4E.03. Administrative Provisions.**

(a) Individuals engaged in an occupation or working in the following establishments, are hereby required to undergo physical and medical examination before they can be employed and once every six months (6) thereafter.

1. Food establishments – establishments where food or drinks are manufactured, processed, stored, sold or served.
2. Public swimming or bathing places.
3. Dance schools, dance halls and night clubs - include dance instructors, hostess, cooks, bartenders, waitresses, etc.
4. Tonsorial and beauty establishments - include employees of barber shops, beauty parlors, hairdressing and manicuring establishments, exercise gyms and figure slenderizing saloons, facial centers, aromatherapy establishments, etc.
5. Massage clinics and sauna bath establishments - include masseurs, massage clinic/sauna bath attendants, etc.
6. Hotel, motels and apartments, lodging, boarding, or tenement houses, and condominiums.

(b) Owners, managers or operators of the establishments shall see to it that their employees who are required to undergo physical and medical examinations have been issued the

necessary medical certificates.

(c) The Municipal Health Officer shall keep a record of physical and other health examinations conducted, and the copies of medical certificates issued indicating the name of the applicant, the date and the purpose for which the examination was made.

**Section 4E.04 . Penalty.** A fine of One Hundred Pesos (P100.00) shall be paid by the owner, manager or operators of the establishment for each employee found to be without the necessary medical certificates.

## **Article F. Dog Vaccination Fee**

**Section 4F.01. Imposition Fee.** There shall be collected/imposed from every owner of the dog a vaccination fee of Fifty Pesos (P50.00) for every dog vaccinated within the territorial jurisdiction of this municipality.

**Section 4F.02. Time of Payment.** The fee shall be paid to the Municipal treasurer prior to the vaccination of the dog in close coordination with the Municipal Agricultural Office and the Office of the Provincial Veterinarian.

### **Section 4F.03. Administrative Provisions.**

1. Vaccination Against Rabies – means the inoculation of a dog with rabies vaccine licensed for the species by the Bureau of Animal Industry, Department of Agriculture. Such vaccination must be performed by trained individual from BAU, Provincial Veterinarian Office and Municipal Agriculture Office.

(a) Every dog 3 months of age and older should be submitted by the owner for vaccination against rabies every year. Young dogs shall be vaccinated within thirty (30) days after they have reached three months of age.

(b) During free mass dog rabies vaccination campaign, every dog 3 months of age and older should be submitted by the owner for vaccination. Dogs not submitted on the scheduled date or within one month thereafter shall be exterminated under the supervision of the Municipal Rabies Control Authority.

Becomes optional after a mass dog rabies vaccination campaign covering at least 80% of the dog population.

2. It shall be the duty of each trained vaccinator when vaccinating any dog to complete certificate of rabies vaccination (in duplicate for each animal vaccinated). The certificate shall include the following information.

- (a) Owners name, address and telephone number if any
- (b) Description of dog (color, sex, markings, age, name, species and breed if any)
- (c) Dates of vaccination and vaccine expiration if known
- (d) Rabies vaccination tag number
- (e) Vaccine brand/manufacturer
- (f) Vaccinator's signature
- (g) Veterinarians license number/ vaccinator's address

2. The Composition of the Municipal Control Rabies Authorities:

- Chairman - Municipal Mayor
- Vice Chairman - Department of Agriculture
- Members - Committee chairman on Agriculture
- Department of Health
- Chief of Police
- LnB President
- Barangay Health Worker
- Tanods
- NGO's

The dog owner shall be provided with a copy of the certificate. The veterinarian/ vaccinator will retain one copy for the duration of the vaccination. A durable metal or plastic tag, serially numbered issued by the veterinarian/ vaccinator, shall be securely attached to the collar of the dog.

NOTE : The above provisions may not apply in a mass vaccination program. During a free mass dog vaccination, the cost shall be borne by the owner after the scheduled date.

4. Dog Registration or Licensing – Every dog shall be registered by their owner upon reaching the age of 3 months and every year thereafter. Unvaccinated dogs registered after reaching the age of 3 months and dogs 3 months old and above not previously registered shall be vaccinated upon registration. The dog owner shall pay such registration fee as may be determined by the Municipal Council. The registration officer shall provide the owner with a certificate of certification for the dog and affix to a distinguished collar tag as proof of registration.
5. Elimination of Unregistered Dog – Unregistered dogs over the age of 4 months shall be seized and humanely exterminated under the supervision of a licensed veterinarian or the Municipal Rabies Control Authority.

The licensed veterinarian/ trained vaccinator or the Municipal Rabies Control Authority shall give the guidance on the extermination methods to be used (shooting, poisoning, carbon dioxide or anesthetic overdose or decapitation) in a different environment (area of habitation, marketplace, rubbish dumps, open countryside, etc.)

The license veterinarian, trained vaccinator, the Municipal Rabies Control Authority or a police officer shall seek approval to the property owner before seizing or exterminating a dog which is liable to be seized under this section.

NOTE : Elimination is based on the presence or absence of a dog tag and/or a registration or vaccination certificate.

The Provincial Veterinarian and the MAO is tasked to determine the age of the dogs.

6. Reporting of Biting Incidents - The owner of a dog which has bitten any person and the person who has been bitten shall, within 24 hours of the occurrence, report the incident to the Municipal Rabies Control Authority, a health care

worker or a police officer receiving such information who shall immediately transmit it to the Municipal Rabies Control Authority for investigation.

7. The owner of a dog which has bitten any person shall be responsible for all the Treatment and dog examination.
8. Financial support for the activity shall be borne by the Municipal Government, Provincial Government and the Barangay Government.

**Section 4F.04. Penalty.** Any dog owner who fails to abide by any of the provisions of this ordinance shall be subjected to a fine of Two Thousand Five Hundred (P2,500.00) Pesos without prejudice to the provision of Section 3 (7).

It shall be the responsibility of the Municipal Rabies Control Authority to administer this ordinance, and to promulgate the necessary rules and regulations for its implementation. Enforcement shall be the responsibility of the Municipal Rabies Control Authority as defined under Section 1 of this article.

## **CHAPTER V. MUNICIPAL CHARGES**

### **Article A. Fishery Rentals, Fees and Charges**

**Section 5A.01. Definitions.** When used in this Article.

(a) *Marginal Fisherman* refers to an individual engaged in subsistence fishing which shall be limited to the sale, barter or exchange of marine products produced by himself and his immediate family, and whose annual net income from fishing does not exceed Fifty Thousand Pesos (P50,000.00) or the poverty line established by NEDA for the particular region or locality whichever is higher.

(b) *Municipal Waters* include not only streams, lakes and tidal waters within this municipality, not being the subject of private ownership, and not comprised within national parks, public forests, timber lands, forest reserves, or fishery reserves, but also marine waters included between two (2) lines drawn perpendicular to the general coastline from points where the boundary lines of the municipality to the sea at low tide and a third parallel with the general coastline and fifteen (15) kilometers from it.

(c) *Vessels* include every sort of boat, craft, or other artificial contrivance used as a means of transportation on water.

**Section 5A.02. Fishery Rentals, Fees and Charges.** This municipality shall have the exclusive authority to grant the following fishery privileges within its municipal waters and impose rentals, fees, or charges therefrom:

(a) To erect fish corrals, , mussel, or other aquatic beds.

(b) To gather, take or catch kawag-kawag or fry of other species and fish from municipal waters by nets, traps or other fishing gears. However, marginal fishermen shall be exempt from any rentals, charge or any other imposition whatsoever.

**Section 5A.03. Grant of Fishery Rights by Public Auction.** Exclusive fishery privileges to erect fish, corrals, mussel of aquatic beds or "kawag-kawag" or fry of other species of fish for propagation shall be awarded to the highest bidder in a public auction to be conducted by a

committee upon authorization of the Sangguniang Bayan.

However, duly registered organizations and cooperatives of marginal fishermen shall have the preferential right to such fishery privileges without being required to undergo the bidding. In the absence of such organizations and cooperatives or upon failure to exercise their preferential right, other parties may participate in the said public bidding.

For this purpose, there is hereby created a committee to conduct the public auction to be constituted as follows:

- (a) The Mayor or his duly authorized representative as Chairman;
- (b) Three (3) members of the Sangguniang Bayan to be designated by said body,
  - 1. Committee Chairman on Appropriation
  - 2. Committee chairman on Agriculture
  - 3. Committee Chairman on Laws, Rules and Ethics
- (c) The Municipal Treasurer.

The Committee shall advertise the call for sealed bids for the leasing or a zone or zones of municipal waters in public auction for two (2) consecutive weeks in the bulletin board of the municipal hall. If no bids are received within two (2) weeks, such notice shall be posted for another two (2) weeks. If after said two (2) notices for the grant of exclusive fishery rights through public auction, there are no interested bidders, the Sangguniang Bayan shall grant the rights within the definite area or portion of the municipal waters to any interested individual upon payment of a license fee fixed herein.

The notice advertising the call for bids shall indicate the date and time when such bids shall be filed with the Municipal Treasurer.

An application to participate in the public bidding shall be submitted to the Municipal Mayor in a form prescribed therefor. Upon submitting a sealed bid, a person shall accompany such bid with a deposit of at least ten percent (10%) which amount shall be deducted from the first rental by the person should the bid be awarded to him.

At the time and place designated in the notice, the Committee sitting en banc shall open all the bids and award the lease to the qualified bidder offering the highest bid. The lease shall be executed within ten (10) days after the award is made by a committee and if the successful bidder refuses to accept, or fails or neglects to execute the lease within such time, his deposit shall be forfeited to the municipal government, in such a case another bidding shall be held in the manner provided above.

The deposits of the unsuccessful bidders shall be returned upon the execution of the lease contract by the successful bidder or before the calling of another bid.

At the time and place designated in the notice, the Committee sitting en banc shall open all the bids and award the lease to the qualified bidder offering the highest bid. The lease shall be executed ten (10) days after the award is made by the Committee and should the successful bidder refuse to accept, or fails or neglects to execute the lease within such time, his deposit shall be forfeited to the Municipal Government. In such case, another bidding shall be held in the manner herein prescribed.

**Section 5A.04. Duration of Lease.** The grant of lease of fishery rights through public auction shall be for a period of Five (5) years.

**Section 5A.05. Zonification of Municipal Waters.** The municipal waters of this municipality are hereby divided and classified into zones for purposes of granting a lease or exclusive fishery rights through public auction as prescribed in Section 5A.02. as follows:

- Zone 1 - From Boundary of Municipality of Iguig to Centro, Amulung
- Zone 2 - From Calamagui, Amulung to Alcala Boundary

**Section 5A.06. Imposition of Fees.** There shall be collected the following license fee for the grant of exclusive fishery rights to erect fish corrals, operate fishponds or take or catch fry of other species of fish for propagation, if there are no interested bidders in the public auction.

	<u>Amount of Fee</u>
1. Operation of fishponds beds, per hectare or fraction thereof beds, per hectare or fraction thereof	P200.00
2. Catching, Tilapia, mudfish and catfish fry and other marine species	P100.00

**Section 5A.07. Privilege of Residents to Take Fish in Municipal Waters.** Any person who is not a grantee of license or privilege to engage in commercial fishing is hereby allowed to fish for domestic use, in every municipal water, for as long as no communal fishery therein is not yet established; Provided, That, such fishing shall not take place within two hundred (200) meters from a fish corral licensed by this municipality; and that such fish caught under this privilege shall not be sold.

Furthermore, no rental fee, charge, or any other imposition whatsoever shall be collected from marginal fishermen.

**Section 5A.08. Time and Manner of Payment.**

(a) The annual rental for the lease shall be paid in advance. For the initial year of the lease, the rental shall be paid at the time all the necessary documents granting the lease are executed, and the subsequent installments within the first twenty (20) days after the anniversary date of the grant of such lease. The deposit made by the successful bidder accompanying the sealed bid shall be applied against the rental due from him.

(b) The license fees for the privilege to catch fish from municipal waters with nets, traps, and other fishing gears and the operation of fishing vessels shall be paid upon application for a license and within the first twenty (20) days of January of every year for subsequent renewal thereof.

**Section 5A.09. Administrative Provisions.**

(a) A licensee of other localities shall not fish within the municipal waters of this Municipality without first securing the necessary permit from the Municipal Mayor and paying the corresponding fee to the Municipal Treasurer.

(b) No fish net without eyelet or the opening of which is at least one-fourth (1/4) inch shall be used in this municipal waters.

(c) Failure to pay the rental of license fees for fishery rights for two (2) consecutive years shall cause automatic cancellation of said fishing rights.

**Section 5A.010. Applicability of Pertinent Provisions of Laws.** All existing laws, rules and regulations governing municipal waters and municipal fisheries are hereby adopted as part

of this Article.

## **Article B. Rentals of Personal and Real Properties Owned by the Municipality**

**Section 5B.01. Imposition.** The following rates of rental fees for the use of real and personal properties of this municipality shall be collected:

	Rate of Rental
<b>1.) MARKET FEES</b>	
1. EAST PUBLIC MARKET	
MARKET FEES – EAST	
* The stall rental shall at least be: (exclusive of BIR tax)	
A. First Floor:	
1. South side (back to back, 4x7 m)	3,500.00
2. East side (4x7 m)	3,500.00
3. North side (3.5x5m)	2,200.00
B. Second floor:	
1. South side corner beside stall (7x9 m)	4,800.00
2. East side (4x7 m)	2,200.00

### WET SECTION VEGETABLE SECTION

A fee of One Thousand Five Hundred Pesos (1,500.00) monthly or equivalent of Fifty Pesos (50.00) daily is collected for an area or location for the vegetable section. However, in excess of 9.62 sq.m., it shall be recomputed and pay additional fee accordingly.

### MEAT SECTION

AREA IS 3.00sq.m	2,300.00
AREA IS 3.80sq.m	2,900.00

NOTE: 1.50% FACTOR was arrived from the price index in year 2012 equivalent to ₱42.00 and year 2023 equivalent to ₱55.00

### 2. WEST PUBLIC MARKET

MARKET FEES – WEST

* The stall rental shall at least be: (exclusive of BIR tax)	
A. First Floor:	
1. East side (3x4 m)	1,200.00
2. North side (3x4m)	1,200.00
3. Center (3x4m)	1,200.00

### Section 5B.02. Administrative Provisions.

a. After the execution of the lease contract and before actual occupancy, a 2-month deposit, and an amount of P30,000.00 as right over the stall to be refunded upon termination of the contract

are required from the lessee.

c. That the penalty of 2% but not to exceed 72% shall be collected from the late payment of monthly rentals;

c. That the lessor has the right to padlock market stall under any of the following circumstances:

a) Failure to pay three (3) consecutive months within the reglamentary period of 5 days;

b) Expiration of contract unless renewed;

c) Section 8b of the municipal ordinance.

Whereas, Section 8b. Fees and Fines and Penalties of the municipal ordinance states that, Except for section 6(e) hereof, any person found to have violated any provision of this ordinance shall suffer the following fines and penalties:

First offense: fine of P 500.00

Second offense: fine of P 1,000.00

Third offense: fine of P 2,000.00

Fourth offense: rescission of contract or barred from engaging in business within the premises of the public market.

## 2.) Land Only

- |   |                    |
|---|--------------------|
| (a) Located in commercial/industrial area | P20.00/sq.m/month  |
| (b) Located in residential area           | P15.00/sq.m/month  |
| (c) Agricultural                          | P1,000.00/ha./year |

## 3.) Building (per sq.m of floor area)

- |   |                  |
|---|------------------|
| (a) Located in commercial/industrial area | 35.00/sq.m/month |
| (b) Located in residential area           | 30.00/sq.m/month |
| (c) Others (gymnasium, multipurpose hall) | 10.00/sqm/day    |

(Note: For multi-storey structures rates can be categorized based on floor location as in ground floor, corner, etc.)

## 4.) TOURISM SERVICES

(a) Classification of tourism services

1. resort/s
2. hotel
3. restaurant
4. training center
5. agro-tourism site
6. special interest resort

(b) license of the following: based on gross sales of the preceding years  
event organizers  
tour guides  
travel agencies  
tourist transportation services  
tourist boat operators and guides

training centers  
 operators for the rental of horses, bicycle, motorcycle, e-bike/trike, etc.

(c) permit of the following:

1. event organizers	P500.00
2. tour guides	P200.00
3. travel agencies	P1,000.00
4. tourist transportation services	P2,000.00
5. tourist boat operators and guides	P1,000.00
6. training centers	P1,000.00
7. Operators for the rental of horses, bicycle, motorcycle, e-bike/trike, etc	P1,000.00

(d) USAGE FEE FOR PRIVATE USE

1. GYM (old east and west) per day	P1,000.00
2. GYM (old east and west) for big events per day	
(a) concert	P5,000.00
(b) caravan	P1,000.00
(c) wedding, debut, other special events	P1,000.00
3. Airconditioned MULTI-PURPOSE GYM	P10,000.00
stalls of airconditioned multi-purpose gym per month	
4. (exclusive of BIR)	P2,000.00
5. EXECUTIVE LOUNGE	
Minimum Capacity (25 pax)	P1,000.00
Maximum Capacity (26-40 pax)	P2,000.00
6. Environmental Fee per head (tourist)	P 10.00

Section 5B.03. Time of Payment. The fees imposed herein shall be paid to the Municipal Treasurer or his duly authorized representative, before the use or occupancy of the property.

### ARTICLE C. ASSESSOR'S FEE

**Section 4C.01. IMPOSITION OF FEES:** There shall be collected for services rendered by the Municipal Assessor these Municipality the following fees:

1	Certification Fee	P100.00/owner
2	Mortgage annotation Fee	P100.00/Tax Declaration
3	Bail bond Annotation Fee	P100.00/Tax Declaration
4	Research Fee	P100.00/Title
5	Certified True Copy Fee	P100.00/Tax Declaration
6	Verification of Tax Mapping	P100.00
7	Verification of Assessment and Appraisal	P100.00
8	Inspection Fee	P300.00
9	Tax Declaration	P100.00
10	Certification of Land Holdings	P300.00
11	Certification of Improvement	P100.00
12	Certification of No Improvement and No Property	P100.00

**Section 4C.02 EXEMPTION.** The fees imposed in this Article shall not be collected for copies furnished to other offices and branches of the Government for Official Business, except for those copies require by the court at the request of litigant, in which cases charges shall be in accordance with the above-mentioned schedule.

**Section 4C.03 TIME AND MANNER OF PAYMENT.** The fees shall be paid to the Municipal Treasurer at the time of request, written or otherwise, for the issuance of a copy of any Municipal Record or documents is made.

### **Article D. Service Charge for Garbage Collection**

**Section 5D.01. Imposition of Fee.** There shall be collected from every owner or operator of a business establishment an annual garbage fee in accordance with the following schedule:

Manufacturers, Millers, Assemblers, Processors and Similar Business	P 1,000.00
Hotels, Apartments, Motels and Lodging Houses	P 1,000.00
Restaurants, Day and Night Clubs, Cafes, and Eateries	
a. 10 tables below	500.00
b. 10 tables above	1,000.00
Hospitals, Clinics, Laboratories and similar businesses	
a. 10 beds below	1,000.00
b. Above 10 beds	2,000.00
Laboratories	2,000.00
Movie Houses	1,000.00
Retailers/Wholesalers	
a. sari-sari store	100.00
b. Mini grocery	500.00
c. Supermarket	1,000.00
Residential houses (30% barangay 70% municipal)	50.00
Resorts	1,000.00
Others	100.00

**Section 5D.02. Time of Payment.** The fees prescribed in this Article shall be paid to the Municipal Treasurer on or before the tenth (10<sup>th</sup>) day of every month or the authorized representative who shall collect the said fee from the establishment.

**Section 5D.03. Administrative Provisions.**

- (a) For purposes of the imposition, the area of garbage collection shall only be the business area of the town proper and Public Market.
- (b) The owner or operator of the aforementioned business establishments shall provide for his premises the required garbage can or receptacle, which shall be placed in front of his establishment before the time of garbage collection.

- (c) The Sanitary Inspector (for the Municipal Health Officer) shall inspect once every month of the said business establishment to find out whether garbage is properly disposed of within the premises.
- (d) This Article shall not apply to business operators or establishments which provides their own system of garbage disposal.

**Article E. Charges for Parking**

**Section 5E.01. Imposition of Fee.** There shall be collected fees for the use of municipal owned parking area or designated streets for pay parking in accordance with the following schedule:

a. Day Parking Rates

Vehicle Type	Daily
Tricycle	P 5.00/day
Private Cars and Service Vehicles	5.00/day
Passenger Jeepneys	10.00/day
Cargo Trucks/Delivery Vans	20.00/day
Passenger Bus	20.00/day

b. Overnight Parking Rates

All types of vehicles	20.00/night
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**Section 5E.02. Time of Payment.** The fees herein imposed shall be paid to the Municipal Treasurer or to his duly delegated representative upon parking thereat.

**Article F. Municipal Hospital Service Fees**

**Section 5F.01.Imposition of Municipal Hospital/Clinic/Lying in Clinic Service Fees.** The following schedule of fees is hereby imposed for services of facilities rendered by the Municipal Hospital/Clinic/Lying in Clinic.

	<u>Amount of Fee</u>
1. Dental Services:	
Temporary extraction per tooth (including anesthesia)	50.00
Permanent extraction per tooth (including anesthesia)	250.00
Prophylaxis/cleaning for pregnant only	100.00
2. Laboratory Examination Fees:	
Complete blood count	100.00
ESR	100.00

	Bleeding/Clotting Time	100.00
	Routine Stool Examination	100.00
	Routine Urinalysis	50.00
	Pregnancy Test	50.00
3.	Normal Spontaneous Delivery (Birthing Center) non-residents of Amulung	1,000.00
4.	RAT ( Rapid Antigen Test )- For watches, Employment and Seminars	500.00
5.	Blood Chemistry (Room to be available)	
	FBS	100.00
	LDL, HDL, Total Cholesterol, Triglycendes	100.00
	Creatinine	200.00
	Uric Acid	100.00
6.	ECG	300.00

**Section 5F.02. Time and Manner of Payment.** The fees herein shall be paid upon application or after the extension of service.

**Section 5F.03. Exemptions.** Residents who are certified by the assigned Municipal Officer as indigent and upon approval by the Municipal Mayor may be exempted from the payment of any or all fees in this schedule.

An indigent is one who belongs to a family whose family income does not exceed P50,000.00 per year of the poverty line established by NEDA, whichever is higher.

### **Article G. Cemetery Charges**

**Section 5G.01. Imposition of Fees.** There shall be collected the following rental fees for a period of ten (10) years renewable for the rental of Municipal Cemetery lots:

		Fee for Lease Period
(a)	Rental fee for each burial lot (apartment type)	
	- first 5 years	P 2,500.00
	- succeeding year	750.00

**Section 5G.01.A**

a)	Burial Fee	100.00
b)	Fee exhumation of cadaver	200.00
c)	Fee of removal of cadaver	200.00
d)	Fee for transfer of cadaver	100.00

**Section 5G.02. Time of Payment.** The fee shall be paid to the Municipal Treasurer upon application for a burial permit prior to the construction thereon of any structure whether permanent or temporary, or to the interment of the deceased. Thereafter, the fee shall

be paid within twenty (20) days before the expiration of the lease period.

The fee shall not be collected in a pauper's burial, upon recommendation of the Municipal Mayor.

**Section 5G.03. Administrative Provisions.**

(a) As used in this Article, Municipal Cemetery shall refer to the lot owned by this municipality located at Anquiray, Cordova, and Bayabat, Amulung.

(b) A standard cemetery lot shall be three (3) meters long and one (1) meter wide or three (3) square meters.

(c) Except in cases allowed under existing laws and regulations, no person may be buried or interred, permanently or temporarily, other than in properly designated cemeteries or burial grounds.

(d) In addition to the burial permit, a certificate of death issued by the attending physician or Municipal Health Officer; or, if no medical officer is available, by the Municipal Mayor, Municipal Administrator, or any member of the Sangguniang Bayan shall be required.

(e) Any construction of whatever kind or nature in the public cemetery whether for temporary or perpetual use, shall only be allowed after the approval of a permit issued by the Municipal Mayor, upon recommendation of the Municipal Health Officer.

(f) In case a lessee intends to renew the lease after its termination, he must inform the Municipal Treasurer within thirty (30) days before the expiry date of the lease, and shall pay the corresponding fees therefor.

(g) It shall be the duty of the Municipal Treasurer to prepare and submit to the Municipal Mayor a list of the leases that are to expire five (5) days prior to the expiration date. The Municipal Treasurer shall send a reminder to the lessee of the expiration of his lease, two (2) weeks prior to the expiration date of the lease.

(h) The Municipal Treasurer shall keep a register in account of the cemetery, together with such additional information as may be required by the Sangguniang Bayan.

**Article H. Rental Fee on Mineral Lands**

**Section 5H.01. Definitions.** When used in this Article.

(a) *Minerals* mean all naturally occurring inorganic substances in solid, liquid, or any intermediate state including coal. Soil which supports organic life, sand and gravel, guano, petroleum, geothermal energy and natural gas are included in this term but are governed by special laws.

(b) *Mineral Lands* are those lands in which minerals exist in sufficient quantity and grade to justify the necessary expenditures in extracting and utilizing such minerals.

**Section 5H.02. Collection of Fee.** There shall be collected an annual rental fee from the lessee of mineral lands in this municipality for the exploration, development and exploitation and disposition of minerals from said lands covered by lease in accordance with the following rates:

- (a) On coal-bearing public lands  

Five pesos (P 5.00) per hectare or fraction thereof for each and every year for the first ten (10) years; and

Ten pesos (P 10.00) per hectare or fraction thereof for each and every year thereafter during the lease period.
- (b) On public lands bearing quarry resources  

Fifty pesos (P50.00) per hectare or fraction thereof for each and every year during the lease period
- (c) On all other mineral lands containing metallic or non-metallic minerals under Existing mining laws and decrees.  

Ten pesos (P10.00 per hectare, or a fraction thereof for each and every year during the lease period.

**Section 5H.03. Time of Payment.** The rental fee shall be paid in advance to the Municipal Treasurer or his duly authorized representative on the date of the granting of the lease and on the same date every year thereafter during the life of the lease.

### **Article I. Occupation Fee for Mining Claims**

**Section 5I.01. Definition.** When used in this Article *Occupation Fee* is a fee payable by any locator or occupant of any mining claim.

**Section 5I.02. Collection of Fee.** There shall be collected an annual occupation fee on locator, holder or occupant of mining claim in the amount of Five Hundred Pesos (P500.00) per hectare or fractional part thereof, until the lease covering the mining claim shall have been granted.

**Section 5I.03. Time of Payment.** The fee shall be payable to the Municipal Treasurer on the date of registration of the mining claim and on the same date every year thereafter, until the lease covering the mining claim shall have been granted.

**Section 5I.04. Administrative Provisions.** The Municipal Treasurer shall keep a list of all registered mining claims indicating therein the name of locators, area in hectares and date of registration:

### **Article J. Slaughter and Corral Fees**

**Section 5J.01. Imposition of Fees.** There shall be imposed the following:

- (a) *Permit Fee to Slaughter.* The permit fee to be collected are as follows:

	<b>Per Head</b>
Large cattle/Horse	200.00
Hogs	100.00
Goat/Sheep	100.00

- (b) *Slaughter Fee.* The fee shall be paid to cover the cost of serve in the slaughter of

animals at the municipal slaughterhouse, in accordance with the following rates:

	<b>Per Head</b>
Large cattle/Horse	100.00
Hogs	50.00
Goat/Sheep	50.00

**Section 5J.02. Prohibition.** Permit to slaughter shall not be granted nor the corresponding fee collected on animals condemned by the Municipal Veterinarian/duly authorized representative.

**Section 5J.03. Time of Payment.**

(a) *Permit Fee.* The fee shall be paid to the Municipal Treasurer upon application for a permit to slaughter to be issued by the Office of the Local Chief Executive.

(b) *Slaughter Fee.* The fee shall be paid to the Municipal Treasurer or his authorized representative before the slaughtered animal is removed from the public slaughterhouse, or before the slaughtering of the animal if it takes place elsewhere outside the public slaughterhouse.

**Section 5J.04. Administrative Provisions.**

(a) The slaughter of any kind of animal intended for sale shall be done only in the municipal slaughterhouse designated as such by the Sangguniang Bayan. The slaughter of animals intended for home consumption may be done elsewhere. The animal slaughtered for home consumption shall not be sold.

a.1 In cases of extreme necessity, large cattles could be slaughtered elsewhere but with the approval of the Municipal Veterinarian/duly authorized representative.

a.2 Large cattles who met untimely death shall be allowed to be slaughtered and be sold after passing proper procedure as to legal ownership of the animal from human consumption.

(b) Before issuing the permit for the slaughter of large cattle the Municipal Treasurer shall require for branded cattle, the production of the certificate of ownership and certificate of transfer showing title in the name of the person applying for the permit if he is not the original owner. If the applicant is not the original owner, and there is no certificate of transfer made in his favor, one such certificate shall be issued and the corresponding fee to be collected therefor.

For unbranded cattle that have not yet reached the age of branding, the Municipal Treasurer shall require such evidence as will be satisfactory to him/her regarding the ownership of the animal for which permit to slaughter has been requested.

For unbranded cattle of the required age, the necessary certificate of ownership and/or transfer shall be issued, and the corresponding fees collected therefore before the slaughter permit is granted.

(c) Before any animal is slaughtered for public consumption, a permit therefore shall be secured from the Office of the LCE or his duly authorized representative, through the Municipal Treasurer. The permit shall bear the date and month of issue and the stamp of

the Municipal Veterinarian, as well as the page of the book in which said permit number is

entered and wherein the name of the permittee, the kind and sex of the animal to be slaughtered appears.

(d) The permit to slaughter as herein required shall be kept by the owner to be posted in a conspicuous place in his/her stall at all times.

## **CHAPTER VI - COMMUNITY TAX**

**Section 6.01. Imposition of Tax.** There shall be imposed a community tax on persons, natural or juridical, residing in the municipality.

**Section 6.02. Individuals Liable to Community Tax.** Every inhabitant of the Philippines who is a resident of this municipality, eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year, or who is engaged in business or corporation, or who owns real property with an aggregate assessed value of One Thousand (P1,000.00) Pesos or more, or who is required by law to file an income tax return shall pay an annual community tax of Five (P5.00) Pesos and an annual additional tax of One Peso (P1.00) for every One Thousand Pesos (P1,000.00) of income regardless of whether from business, exercise of profession or from property which in no case shall exceed Five Thousand Pesos (P5,000.00)

In the case of husband and wife, the additional tax herein imposed shall be based upon the total property owned by them and the total gross receipts or earnings derived by them.

**Section 6.03. Juridical Persons Liable to Community Tax.** Every corporation no matter how created or organized, whether domestic or resident-foreign, engaged in or doing business in the Philippines whose principal office is located in this Municipality shall pay an annual Community Tax of Five Hundred Pesos (P500.00) and an additional tax, which in no case, shall exceed Ten Thousand Pesos (P10,000.00) in accordance with the following schedule:

(a) For every Five Thousand (P5,000.00) Pesos worth of real property in the Philippines owned by it during the preceding year based on the valuation used in the payment of real property tax under existing laws, found in the assessment rolls of this municipality where the real property is situated - Two (P2.00) Pesos; and

(b) For every Five Thousand (P5,000.00) Pesos of gross receipts or earnings derived by it from its business in the Philippines during the preceding year - Two (P2.00) Pesos.

The dividends received by a corporation from another corporation shall, for the purpose of the additional tax, be considered as part of the gross receipts or earnings of said corporation.

**Section 6.04. Exemptions.**

The following are exempted from the Community Tax:

- (a) Diplomatic and consular representatives; and
- (b) Transient visitors when their stay in the Philippines does not exceed three (3) months.

**Section 6.05. Place of Payment.** The Community Tax shall be paid in the Office of the Municipal Treasurer or to the deputized Barangay Treasurer.

**Section 6.06. Time of Payment ; Penalties for Delinquency.**

(a) The Community Tax shall accrue on the first (1<sup>st</sup>) day of January each year which shall be paid not later than the last date of February of each year.

(b) If a person reaches the age of eighteen (18) years or otherwise loses the benefit of exemption on or before the last day of June, he shall be liable for the community tax on the day he reaches such age or upon the day the exemption ends. However, if a person reaches the age of eighteen (18) years or loses the benefit of exemption on or before the last day of March, he shall have twenty (20) days to pay Community Tax without becoming delinquent.

(c) Persons who come to reside in the Philippines or reach the age of eighteen (18) years on or after the first (1<sup>st</sup>) day of July of any year, or who cease to belong to an exempt class on or after the same date, shall not be subject to the Community Tax for that year.

(d) Corporations established and organized on or before the last day of June shall be liable for the Community Tax for that year. But corporations established and organized on or before the last day of March shall have twenty (20) days within which to pay Community Tax without becoming delinquent. Corporations established and organized on or after the first day of July shall not be subject to the Community Tax for that year.

(e) If the tax is not paid within the time prescribed above, there shall be added to the unpaid amount an interest of twenty-four (24%) percent per annum from the due date until it is paid.

**Section 6.07. Community Tax Certificate.** A Community Tax Certificate shall be issued to every person or corporation upon payment of the Community Tax. A Community Tax Certificate may also be issued to any person or corporation not subject to the Community Tax upon payment of One Peso (P1.00).

**Section 6.08. Presentation of Community Tax Certificate on Certain Occasions.**

(a) When an individual subject to the Community Tax acknowledges any document before a notary public, takes the oath of office upon election or appointment to any position in the government service; receives any license, certificate, or permit from any public authority; pays any tax or fee, receives any money from public funds, transacts any official business; or receives any salary or wage from any person or corporation, it shall be the duty of any person, officer or corporation with whom such transaction is made or business done or from whom any salary or wage is received to require such individual to exhibit the Community Tax Certificate.

The presentation of Community tax Certificate shall not be required in connection with the registration of a voter.

(b) When through its authorized officers, any corporation subject to the Community Tax receives any license, certificate, or permit from any public authority, pays any tax or fee, receives money from public funds, or transacts other official business it shall be the duty of the public official with whom such transaction or business is made or done, to require such corporation to exhibit the Community Tax Certificate.

(c) The Community Tax Certificate required in the two preceding paragraphs shall be the one issued for the current year, except for the period from January until the fifteenth (15) of April each year, in which case, the certificate issued for the preceding year shall suffice.

## **Section 6.09. Collection and Allocation of Proceeds of the Community Tax.**

- (a) The Municipal Treasurer shall deputize the Barangay Treasurers, subject to existing laws and regulations, to collect the Community Tax payable by individual taxpayers in their respective jurisdictions; provided, however, that said Barangay Treasurer shall be bonded in accordance with existing laws.
- (b) One Hundred Percent (100%) of the proceeds of the Community Tax actually and directly collected by the Municipal Treasurer shall accrue entirely to the general fund of this Municipality .

In cases, where the community tax were secured or requisitioned from the Provincial Treasurer, the Municipal Treasurer shall remit payments to the Provincial Treasurer.

The proceeds of the Community Tax collected through the Barangay Treasurers shall be apportioned as follows:

- (1) Fifty (50%) percent shall accrue to the general fund of the Municipality; and
- (2) Fifty (50) percent shall accrue to the Barangay where the tax is collected.

## **CHAPTER VII. GENERAL ADMINISTRATIVE PROVISIONS**

### **Article A. Collection and Accounting of Municipal Taxes and Other Impositions**

**Section 7A.01. Tax Period.** Unless otherwise provided in this Ordinance, the tax period for all local taxes, fees, and charges imposed under this Ordinance shall be the calendar year.

**Section 7A.02. Accrual of Tax.** Unless otherwise provided in this Ordinance, all taxes and charges imposed herein shall accrue on the first (1st) day of January of each year. However, new taxes, fees or charges, or changes in the rate of existing taxes, fees, or charges, shall accrue on the first (1st) day of the quarter next following the effectivity of the Ordinance imposing such new levies or taxes.

**Section 7A.03. Time of Payment.** Unless specifically provided herein, all taxes, fees, and charges imposed in this Ordinance shall be paid within the first twenty (20) days of January or each subsequent quarter as the case may be. However, the annual registration and renewal is permanently extended until the first Friday of February.

**Section 7A.04. Surcharge for Late Payment.** Failure to pay the tax described in this Article within the time required shall subject the taxpayer to a surcharge of twenty-five percent (25%) of the original amount of tax due, such surcharge to be paid at the same time and in the same manner as the tax due.

**Section 7A.05. Interest on Unpaid Tax.** In addition to the surcharge imposed herein, where the amount of any other revenue due to the municipality except voluntary contributions or donations, is not paid on the date fixed in the ordinance, or in the contract, expressed or implied, or upon the occurrence of the event which has given rise to its collection, there shall be collected as part of that amount an interest at the rate not to exceed two percent (2%) per month from the date it is due until it is paid, but in no case shall the total interest on the unpaid amount or a portion thereof exceed thirty-six (36) months.

Where an extension of time for the payment of the tax has been granted and the amount

is not paid in full prior to the expiration of the extension, the interest above-mentioned shall be collected on the unpaid amount from the date it becomes originally due until fully paid.

**Section 7A.06. Collection.** Unless otherwise specified, all taxes, fees and charges due to this municipality shall be collected by the Municipal Treasurer or his duly authorized representatives.

Unless otherwise specifically provided in this Ordinance or under existing laws and ordinances, the Municipal Treasurer is hereby authorized, subject to the approval of the Municipal Mayor, to promulgate rules and regulations for the proper and efficient administration and collection of taxes, fees and charges herein levied and imposed.

**Section 7A.07. Issuance of Receipts.** It shall be the duty of the Municipal Treasurer or his authorized representative to issue the required official receipt to the person paying the tax, fee or charge wherein the date, amount, name of the person paying and the account for which it is paid, are shown.

The Ordinance Number and the specific section thereof upon which collections are based shall invariably be indicated on the face of all official receipts acknowledging payment of taxes, fees, or charges.

**Section 7A.08. Record of Persons Paying Revenue.** It shall be the duty of the Municipal Treasurer to keep a record, alphabetically arranged and open to public inspection during office hours, of the names of all persons paying municipal taxes, fees and charges. He shall, as far as practicable, establish and keep current the appropriate tax roll for each kind of tax, fee or charge provided in this Ordinance.

**Section 7A.09. Accounting of Collections.** Unless otherwise provided in this Ordinance and other existing laws and ordinances, all monies collected by virtue of this Ordinance shall be accounted for in accordance with the provisions of existing laws, rules and regulations and credited to the General Fund of the Municipality.

**Section 7A.10. Examination of Books of Accounts.** The Municipal Treasurer shall, by himself or through any of his deputies duly authorized in writing, examine the books of accounts and other pertinent records of the business establishments doing business within the municipality, and subject to municipal taxes, to ascertain, assess and collect the true and correct amount of the tax due from the taxpayer concerned. Such examination shall be made during regular business hours once every year for every tax period, which shall be the year immediately preceding the examination. Any examination conducted pursuant to the provisions of this Section shall be certified to by the examining official and such certificate shall be made of record in the books of accounts of the taxpayer concerned.

In case the examination herein authorized is to be made by a duly authorized deputy of the Municipal Treasurer, there shall be written authority issued to the former which shall specifically state the name, address and business of the taxpayer whose books of accounts and pertinent records are to be examined, the date and place of such examination, and the procedure to be followed in conducting the same.

For this purpose, the records of the Revenue District Office of the Bureau of Internal Revenue shall be made available to the Municipal Treasurer, his deputy or duly authorized representative.

The forms and the guidelines to be observed for the proper and effective implementation of this Section shall be those prescribed by the Department of Finance.

**Section 7A.11. Accrual to the General Fund of Fines, Costs, and Forfeitures.** Unless otherwise provided by law or ordinance, fines, costs, forfeitures, and other pecuniary liabilities imposed by the court for violation of any municipal ordinance shall accrue to the General Fund of the municipality.

## **Article B. Civil Remedies for Collection of Revenues**

**Section 7B.01. Local Government's Lien.** Local taxes, fees, charges and other revenues herein provide constitute a lien, superior to all liens, charges or encumbrances in favor of any person, enforceable by appropriate administrative or judicial action, not only upon any property or rights therein which may be subject to lien but upon also property used in business, occupation, practice of profession or calling, or exercise of privilege with respect to which the lien is imposed. The lien may only be extinguished upon full payment of the delinquent local taxes, fees, and charges including related surcharges and interest.

**Section 7B.02. Civil Remedies.** The civil remedies for the collection of local taxes, fees, or charges, and related surcharges and interest resulting from delinquency shall be:

(a) By administrative action through distraint of goods, chattels or effects, and other personal property of whatever character, including stocks and other securities, debts, credits, bank accounts, and interest in and rights to personal property, and to levy upon real property and interest in or rights to real property; and

(b) By judicial action.

Either of these remedies or all may be pursued concurrently or simultaneously at the discretion of the Municipal Treasurer.

**Section 7B.03. Distraint of Personal Property.** The remedy by distraint shall proceed as follows:

(a) Seizure. Upon failure of the person owing any local tax, fee or charge to pay the same at the time required, the Municipal Treasurer or his deputy may, upon written notice, seize or confiscate any personal property belonging to the person or any personal property subject to the lien, in sufficient quantity to satisfy the tax, fee or charge in question, together with any increment thereto incident to delinquency and the expenses of seizure. In such case, the Municipal Treasurer or his deputy shall issue a duly authenticated certificate based upon the records of this office showing the fact of delinquency and the amount of the tax, fee or charge and penalty due. Such certificate shall serve as sufficient warrant for the distraint of personal property aforementioned, subject to the taxpayer's right to claim exemption under the provisions of existing laws. Distrainted personal property shall be sold at public auction in the manner herein provided for.

(b) Accounting of Distrainted Goods. The officer executing the distraint shall make or cause to be made an account of the goods, chattels or effects distrainted, a copy of which signed by himself shall be left either with the owner or person from whose possession the goods, chattels, or effects are taken, or at the dwelling or place of business of that person and with someone of suitable age and discretion, to which list shall be added a statement of the sum demanded and a note of the time and place of sale.

(c) Publication. The officer shall forthwith cause a notification to be exhibited in not less than three (3) conspicuous places in the territory of the local government units where the distraint is made; specifying the time and place of sale, and the articles distrainted. The time of

sale shall not be less than twenty (20) days after notice to the owner or possessor of the property as above specified and the publication or posting of the notice. One place for the posting of the notice shall be at the Office of the Municipal Mayor.

(d) Release of Distraigned Property Upon Payment Prior to Sale. If not any time prior to the consummation of the sale, all proper charges are paid to the officer conducting the same, the goods or effects distraigned shall be restored to the owner.

(e) Procedure of Sale. At the time and place fixed in the notice, the officer conducting the sale shall sell the goods or effects so distraigned at public auction to the highest bidder for cash. Within five (5) days after the same, the Municipal Treasurer, shall make a report of the proceedings in writing to the Municipal Mayor.

Should the property distraigned be not disposed of within one hundred and twenty (120) days from the date of distraint, the same shall be considered as sold to the local government unit concerned for the amount of the assessment made thereon by the Committee on Appraisal and to the extent of the same amount, the tax delinquencies shall be canceled.

Said Committee on Appraisal shall be composed of the Municipal Treasurer as Chairman, with a representative of the Commission on Audit and the Municipal Assessor as Members.

(f) Disposition of Proceeds. The proceeds of the sale shall be applied to satisfy the tax including the surcharges, interest, and other penalties incident to delinquency, and the expenses of the distraint and sale. The balance over and above what is required to pay the entire claim shall be returned to the owner of the property sold. The expenses chargeable upon the seizure and sale shall embrace only the actual expenses of seizure and preservation of the property pending the sale, and no charge shall be imposed for the services of the local officer or his representative. Where the proceeds of the sale are insufficient to satisfy the claim, other property may, in like manner, be distraigned until the full amount due, including all expenses, is collected.

(g) Levy on Real Property. After the expiration of the time required to pay the delinquency tax, fee or charge, real property may be levied on before, simultaneously or after the distraint of personal property belonging to the delinquent taxpayer. To this end, the Municipal Treasurer, shall prepare a duly authenticated certificate showing the name of the taxpayer and the amount of the tax, fee or charge, and penalty due from him. Said certificate shall operate with the force of a legal execution throughout the Philippines. Levy shall be effected by writing upon said certificate of description of the property upon which levy is made. At the same time, written notice of the levy shall be mailed to or served upon the Assessor and Register of Deeds of the municipality who shall annotate the levy on the tax declaration and certificate of title of the property, respectively, and the delinquent taxpayer or, if he be absent from the municipality, to his agent or the manager of the business in respect to which the liability arose, or if there be none, to the occupant of the property in question.

In case the levy on real property is not issued before or simultaneously with the warrant of distraint on personal property, and the personal property of the taxpayer is not sufficient to satisfy his delinquency, the Municipal Treasurer, shall within thirty (30) days after execution of the distraint, proceed with the levy on the taxpayer's real property. A report on any levy shall, within ten (10) days after receipt of the warrant, be submitted by the levying officer to the Sangguniang Bayan.

(h) Penalty for Failure to Issue and Execute Warrant. Without prejudice to criminal prosecution under the Revised Penal Code and other applicable laws, the Municipal Treasurer,

if he fails to issue or execute the warrant of distraint or levy after the expiration of the time prescribed, or if he is found guilty of abusing the exercise thereof by competent authority, shall be automatically be dismissed from the service after due notice and hearing.

(i) **Advertisement and Sale.** Within thirty (30) days after levy, the Municipal Treasurer shall proceed to publicly advertise for sale or auction the property or a usable portion thereof as may be necessary to satisfy the claim and cost of sale; and such advertisement shall cover a period of at least thirty (30) days. It shall be effected by posting a notice at the main entrance of the city hall, and in a public and conspicuous place in the barangay where the real property is located, and by publication once a week for three (3) weeks in a newspaper of general circulation in the municipality. The advertisement shall contain the amount of taxes, fees or charges, and penalties due thereon, and the time and place of sale, the name of taxpayer against whom the taxes, fees or charges are levies, and a short description of the property to be sold. At any time before the date fixed for the sale, the taxpayer may stay the proceedings by paying the taxes, fees, charges, penalties and interests. If he fails to do so, the sale shall proceed and shall be held either at the main entrance of the municipal hall or on the property to be sold, or at any other place as determined by the Municipal Treasurer, conducting the sale and specified in the notice of sale.

Within thirty (30) days after the sale, the Municipal Treasurer or his deputy shall make a report of the sale to the Sangguniang Bayan, and which shall form part of his records. After consultation with the Sanggunian, the Municipal Treasurer shall make and deliver to the purchaser a certificate of sale, showing proceedings of the sale, describing the property sold, stating the name of the purchaser and setting out the exact amount of all taxes, fees, charges and related surcharges, interests, or penalties: Provided, however, that any excess in the proceeds of the sale over the claim and cost of sales shall be turned over to the owner of the property. The Municipal Treasurer may, by a duly approved ordinance, advance an amount sufficient to defray the costs of collection by means of the remedies provided for in this Ordinance, including the preservation or transportation in case of personal property, and the advertisement and subsequent sale, in cases of personal and real property including improvements thereon.

(i) **Redemption of Property Sold.** Within one (1) year from the date of sale, the delinquent taxpayer or his representative shall have the right to redeem the property upon payment to the Municipal Treasurer of the total amount of taxes, fees or charges, and related surcharges, interests or penalties from the date of delinquency to the date of sale, plus interest of not more than two percent (2%) per month on the purchase price from the date of purchase to the date of redemption. Such payment shall invalidate the certificate of sale issued to the purchaser and the owner shall be entitled to a certificate of redemption from the Municipal Treasurer or his representative.

The Municipal Treasurer or his deputy upon surrender by the purchaser of the certificate of sale previously issued to him, shall forthwith return to the latter the entire purchase price paid by him plus the interest of not more than two percent (2%) per month herein provided for, the portion of the cost of sale and other legitimate expenses incurred by him, and said property thereafter shall be free from the lien of such taxes, fees or charges and other related surcharges, interests, and penalties.

The owner, shall not, however, be deprived of the possession of said property and shall be entitled to the rentals and other income thereof until the expiration of the time allowed for its redemption.

(k) **Final Deed of Purchaser.** In case the taxpayer fails to redeem the property as provided herein, the Municipal Treasurer shall execute a deed conveying to the purchaser so much of the

property as has been sold, free from liens of any taxes, fees, charges, related surcharges, interests and penalties. The deed shall sufficiently recite all the proceedings upon which the validity of the sale depends.

(l) Purchase of Property by the Municipality for Want of Bidder. In case there is no bidder for the real property advertised for sale as provided herein or if the highest bid is for an amount insufficient to pay the taxes, fees, or charges, related surcharges, interests, penalties and cost, the Municipal Treasurer shall purchase the property on behalf of the municipality to satisfy the claim and within two (2) days thereafter shall make a report to his proceedings which shall be reflected upon the records of his office. It shall be the duty of the Registrar of Deeds concerned upon registration with his office of any such declaration of forfeiture to transfer the title of the forfeited property to this municipality without the necessity of an order from a competent court.

Within one (1) year from the date of such forfeiture the taxpayer or any of his representative, may redeem the property by paying to the Municipal Treasurer the full amount of the taxes, fees, charges and related surcharges, interests or penalties, and the costs of sale. If the property is not redeemed as provided herein, the ownership thereof shall be fully vested on the municipality.

(m) Resale of Real Estate Take for Taxes, Fees or Charges. The Sangguniang Bayan may, by a duly approved ordinance, and upon notice of not less than twenty (20) days, sell and dispose of the real property acquired the preceding paragraph at public auction. The proceeds of the sale shall accrue to the general fund of this municipality.

(n) Collection of Delinquent Taxes, Fees, Charges or Other Revenues Through Judicial Action. The municipality may enforce the collection of delinquent taxes, fees, charges or other revenues by civil action in any court of competent jurisdiction. The civil action shall be filed by the Municipal Treasurer within the period prescribed in Section 194 of the Republic Act No. 7160, as implemented under Article 284 of the Implementing Rules and Regulations (IRR).

(o) Further Dstraint or Levy. The remedies by dstraint and levy may be repeated if necessary until the full amount due, including all expenses is collected.

(p) Personal Property Exempt from Dstraint of Levy. The following property shall be exempt from dstraint and the levy, attachment or execution thereof for delinquency in the payment of any local tax, fee or charge, including the related surcharge and interest:

1. Tools and the implements necessarily used by the delinquent taxpayer in the trade or employment;
2. One (1) horse, cow, carabao, or other beast of burden, such as the delinquent taxpayer may select, and necessarily used by him in his occupation;
3. His necessary clothing, and that of all his family;
4. Household furniture and utensils necessary for housekeeping and used for that purpose by the delinquent taxpayer, such as he may select, of a value not exceeding Ten Thousand Pesos (P10,000.00);
5. Provisions, including crops, actually provided for individual or family use sufficient for four (4) months;
6. The professional libraries of doctors, engineers, lawyers and judges;

7. One fishing boat and net, not exceeding the total value of Ten Thousand Pesos (P10,000.00), by the lawful use of which a fisherman earns his livelihood; and
8. Any material or article forming part of a house or improvement of any real property.

## **Article C. Taxpayer's Remedies**

### **Section 7C.01. Periods of Assessment and Collection.**

(a) Local taxes, fees, or charges shall be assessed within five (5) years from the date they became due. No action for the collection of such taxes, fees, or charges, whether administrative or judicial, shall be instituted after the expiration of such period: Provided, that taxes, fees, or charges which have accrued before the effectivity of the Local Government Code of 1991 may be assessed within a period of five (5) years from the date they became due.

(b) In case of fraud or intent to evade the payment of taxes, fees, or charges, the same may be assessed within ten (10) years from discovery of the fraud or intent to evade payment.

(c) Local taxes, fees, or charges may be collected within five (5) years from the date of assessment by administrative or judicial action. No such action shall be instituted after the expiration of said period: Provided, however, that taxes, fees and charges assessed before the effectivity of the LGC of 1991 may be assessed within a period of three (3) years from the date of assessment.

(d) The running of the periods of prescription provided in the preceding paragraphs shall be suspended for the time during which:

1. The treasurer is legally prevented from making the assessment of collection;
2. The taxpayer requests for a reinvestigation and executes a waiver in writing before expiration of the period within which to assess or collect; and
3. The taxpayer is out of the country or otherwise cannot be located.

**Section 7C.02. Protest of Assessment.** When the Municipal Treasurer or his duly authorized representative finds that correct taxes, fees, or charges have not been paid, he shall issue a notice of assessment stating the nature of the tax, fee or charge, the amount of deficiency, the surcharges, interests and penalties.

Within sixty (60) days from the receipt of the notice of assessment, the taxpayer may file a written protest with the Municipal Treasurer contesting the assessment; otherwise, the assessment shall become final and executory. The Municipal Treasurer shall decide the protest within sixty (60) days from the time of its filing. In cases where the protest is denied, the taxpayer shall have thirty (30) days from the receipt of denial or from the lapse of the sixty-day period prescribed herein within which to appeal with the court of competent jurisdiction otherwise the assessment becomes conclusive and unappealable.

**Section 7C.03. Claim for Refund of Tax Credit.** No case or proceeding shall be maintained in any court for the recovery of any tax, fee, or charge erroneously or illegally collected until a written claim for refund or credit has been filed with the Municipal Treasurer. No case or proceeding shall be entertained in any court after the expiration of two (2) years from the date of payment of such tax, fee or charge, or from the date the taxpayer is entitled to a refund or credit.

**Section 7C.04. Legality of this Code.** Any question on the constitutionality or legality of this Ordinance may be raised on appeal within thirty (30) days from the effectivity thereof to the

Secretary of Justice who shall render a decision within sixty (60) days from the date of receipt of the appeal: Provided, however, that such appeal shall not have the effect of suspending effectivity of this Ordinance and the accrual and payment of the tax, fee or charge levied herein: Provided finally, that within thirty (30) days after the receipt of the decision or the lapse of the sixty-day period without the Secretary of Justice acting upon the appeal, the aggrieved party may file the appropriate proceedings with a court of competent jurisdiction.

## **Article D. Miscellaneous Provisions**

**Section 7D.01. Power to Levy Other taxes, Fees or Charges.** The municipality may exercise the power to levy taxes, fees or charges on any base or subject not otherwise specifically enumerated herein or taxed under the provisions of the National Internal revenue Code, as amended, or other applicable laws: Provided, that the taxes, fees or charges shall not be unjust, excessive, oppressive, confiscatory or contradictory to declared national policy. Provided, further, that the ordinance levying such taxes, fees or charges shall not be enacted without any prior public hearing conducted for the purpose.

**Section 7D.02. Publication of the Revenue Code.** Within ten (10) days after its approval, a certified copy of this Ordinance shall be published in full for three (3) consecutive days in a newspaper of local circulation. Provided, however, that in cases where there are no newspapers of local circulation, the same may be posted in at least two (2) conspicuous and publicly accessible places.

**Section 7D.03. Public Dissemination of this Code.** Copies of this Revenue Code shall be furnished to the Municipal Treasurer for public dissemination.

**Section 7D.04. Authority to Adjust Rates.** The Sangguniang Bayan shall have the sole authority to adjust tax rates as prescribed herein not oftener than once every five (5) years, but in no case shall such adjustment exceed ten percent (10%) of the rates fixed under this Code.

**Section 7D.05. Withdrawal of Tax Exemption Privileges.** Unless otherwise provided in this Revenue Code, tax exemptions or incentives granted to, or presently enjoyed by all persons, whether natural or juridical, including government-owned or controlled corporations, except local water districts, cooperatives duly registered under RA 6938, non-stock and non-profit hospitals and educational institutions, business enterprises certified by the Board of Investment (BOI) as pioneer or non-pioneer for a period of six (6) and four (4) years, respectively, from the date of registration, business entity, association, or cooperatives registered under RA 6810, and printer and/or publisher of books or other reading materials prescribed by DECS as school texts or references, insofar as receipts from the printing and/or publishing thereof are concerned, are hereby withdrawn.

## **CHAPTER VIII. GENERAL PENAL PROVISIONS**

**Section 8.01. Penalties for Violation of Tax Ordinance.** Any person or persons who violates any of the provisions of this Ordinance or the rules or regulations promulgated by authority of this Ordinance shall, upon conviction, be punished by a fine of not less than One Thousand Pesos (P1,000.00) nor more than Two Thousand Five Hundred Pesos (P2,500.00), or imprisonment of not less than one (1) month nor more than six (6) months, or both, at the discretion of the court.

If the violation is committed by any juridical entity, the President, General Manager, or the individual entrusted with the administration thereof at the time of the commission of the violation shall be held responsible or liable therefore.

Punishment by a fine or imprisonment as herein provided for, shall not relieve the offender from the payment of the tax, fee or charge imposed under this Ordinance.

## **CHAPTER IX. FINAL PROVISIONS**

**Section 9.01. Separability Clause.** If for any reason, any section or provision of this Ordinance shall be held to be unconstitutional or invalid by competent authority, such judgment or action shall not affect or impair the other sections or provisions thereof. In so far as they are separable from the unconstitutional, invalid or ineffective, shall remain true and effect.

**Section 9.02. Applicability Clause.** All other matters relating to the impositions in this Ordinance shall be governed by pertinent provisions of existing laws and other ordinances.

**Section 9.03. Repealing Clause.** All ordinances, rules and regulations, or part thereof, in conflict with, or inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

### **Section 9.04. Special Transitory Provisions.**

(a) Pending enactment of a Separate Market Code, existing provisions on markets and slaughterhouse fees of this Code are retained and deemed to be in full force and effect. Similarly, provisions for fishery rentals and fees shall be in full force and effect.

(b) The tax on special levy shall be collected upon enactment by Sangguniang Bayan of an enabling ordinance.

(c) The permit fee on Zoning/Locational Clearance of this Code shall be collected upon enactment by Sangguniang Bayan of the approved Comprehensive Land Use Plan (CLUP).

### **Section 9A.05. Effectivity.**

This ordinance shall take effect thirty (30) days after its publication in a newspaper of local or general circulation or posting at least three (3) conspicuous places in the municipality.

**MARK ANTHONY P. BACULI**  
SB Member

**JOHN JOHN B. MALAMUG**  
SB Member

**MARCIAN FRANCISCO B. DONATO III** **AMOR EMMANUEL M. PASIMIO**  
SB Member SB Member

**MARK ALJOHN L. PASCUAL**  
SB Member

**ISMAEL P. ZALUN**  
SB Member

**CHRISTOPHER C. MARCOS**

**CONSUELO M. BUQUING**

SB Member

LnB President

**NICANOR N. DE LEON II**  
SB Member

**MA. CZARINA MAE A. MORA**  
SK Fed. President

CERTIFIED CORRECT:

ATTESTED BY:

**MARITA B. BUTACAN**  
SB Secretary

**EDWARD M. ANTONIO**  
Vice Mayor

APPROVED:

**ELPIDIO R. RENDON**  
Municipal Mayor