



CITY GOVERNMENT OF CALAMBA

CITIZEN'S CHARTER

2024-1st Edition



AGENCY PROFILE

I. Mandate:

Ito ay patakaran ng bansa na isulong ang integridad, pananagutan, at maayos na pangangasiwa sa public affairs, at itaguyod ang epektibo at positibong hakbang laban sa pangungurakot at korapsyon sa gobyerno. Dahil dito, isinabatas ang Republic Act No. 9485 o ang Anti-Red Tape Act (ARTA) noong 2007.

Isinasaad sa Anti-Red Tape Act o ARTA Law na unahin ang interes ng taong-bayan bilang pagbibigay kahulugan sa serbisyo-publiko. Inaatasan ang lahat ng ahensya ng gobyerno na ihatid ang serbisyo-publiko sa epektibo at mahusay na paraan. Layunin nito na alisin ang red tape sa pamamagitan ng pag-aalis ng nakahihirap na pamamaraan ng pagbibigay ng pangunahing serbisyo na nagiging dahilan upang mabuo ang Citizen's Charter sa bawat ahensya ng gobyerno at sangay nito.

Dahil dito, ang Citizen's Charter ay naglalayon na:

1. Magkaroon ng pinabuti at mas pinalinaw na sistema at pamamaraan ng paghahatid ng serbisyo sa bayan;
2. Bawasan ang insidente ng korapsyon;
3. Mapataas ang tiwala at kompyansa ng taong-bayan sa gobyerno; at Itaas ang produksyon at kahusayan bunga ng pagsunod ng mga lingkod-bayan sa batayan ng pagbibigay serbisyo.

II. Vision:

Calamba is a globally-competitive green city with a progressive inclusive economy and resilient community where God-centered people learn, live and work in a safe, secured and healthy environment, and ably led by proactive and integrity-driven leaders.

III. Mission:

Work in partnership with its citizenry to deliver, exceptional, effective, fiscally responsible and gender-responsive services while preserving and protecting the environment and enhancing a high standard of community living.





IV. Service Pledge:

- Walang application o request na ibabalik nang walang kaukulang aksyon (maaring aprubado/di-aprubado)
- Hindi aabot sa tatlong (3) araw na paggawa para sa simple transaction, pitong (7) araw para sa complex transaction at dalawampung (20) araw para sa highly technical transaction.
- Ang dokumento ay limitado sa tatlong (3) pipirma lamang
- Ang taga-hatid ng pangunahing serbisyo ay dapat laging nakasuot ng opisyal na identification card o ID o anumang pagkakakilanlan sa kanya habang nakikipagtransaksyon sa taong-bayan
- Ang bawat opisina ay dapat nagbibigay ng angkop na schedule sa pagbibigay ng pangunahing serbisyo upang masiguro na maasikaso ang mga kliyente anumang oras kahit na lunch break o lampas na ng oras ng pagtatrabaho (maaaring magkaroon ng 7am hanggang 7pm shift sang-ayon sa ilang personnel mechanisms gaya nito ngunit hindi limitado sa rotation system ng mga empleyado, sliding flexi-time, reliever system lalo na sa peak times ng mga transaksyon o paglalaan ng sapat na bilang ng empleyado sa oras ng tanghalian at merienda)
- Ang mga tawag sa telepono ay dapat sagutin sa loob ng dalawang pagtunog nito.
- Ang walk-in clients ay dapat kilalanin sa loob ng 2 minuto lamang
- Ang mga taga-bigay ay dapat maging magalang sa mga kliyente





Republic of the Philippines
CITY OF CALAMBA
Province of Laguna
OFFICE OF THE SANGGUNIANG PANLUNGSOD

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF CALAMBA CITY HELD LAST MARCH 27, 2023 AT THE COVERED COURT OF BARANGAY CAMALIGAN, CITY OF CALAMBA AT 9:15 IN THE MORNING.

MEMBERS:

Hon. ANGELITO S. LAZARO, JR.	City Vice-Mayor/ Presiding Officer
Hon. JOSELITO G. CATINDIG	City Councilor
Hon. SATURNINO J. LAJARA	City Councilor
Hon. LEEANNE P. ALDABE-CORTEZ	City Councilor
Hon. DYAN DV. ESPIRIDION	City Councilor
Hon. JUAN C. LAZARO	City Councilor
Hon. PURSINO C. ORUGA	City Councilor
Hon. MOISES E. MORALES	City Councilor
Hon. DOREEN MAY F. CABRERA	City Councilor, Sick Leave
Hon. GERARD R. TERUEL	City Councilor
Hon. ARVIN L. MANGUIAT	City Councilor
Hon. EDISON M. NATIVIDAD	City Councilor
Hon. MARIA KATHRINA V. SILVA-EVANGELISTA	City Councilor
Hon. EDUARDO R. SILVA	City Councilor, ABC-President
Hon. KENNETH P. DELAS LLAGAS	City Councilor, SK-President

ABSENT:

NONE

RESOLUTION NO. 218
Series of 2023

Sponsor: Councilor DYAN DV. ESPIRIDION

A RESOLUTION APPROVING CITY ORDINANCE NO. 758 SERIES OF 2023, "AN ORDINANCE ADOPTING AND INSTITUTIONALIZING THE REENGINEERED CITIZEN'S CHARTER OF CALAMBA CITY, LAGUNA".

WHEREAS, it is hereby declared the policy of the State to maintain honesty and integrity in the public service and take positive and effective measures against graft and corruption;

WHEREAS, Section 458 (a) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the Sangguniang Panlungsod, as the Legislative Body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants;

WHEREAS, to improve the delivery of public service in the Philippines, Republic Act 9485 otherwise known as the Anti-Red Tape Act of 2007 was enacted into law;

WHEREAS, RA 9485 mandates for the formulation of Citizen's Charter in every local government units and other government offices to hasten all government transactions and efficient service to clients;

WHEREAS, Republic Act 10032 or "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007", was enacted on May 28, 2018, to provide a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and non-business related transactions in government;

WHEREAS, the Local Chief Executive indorsed to the Sangguniang Panlungsod updated Citizens Charter of the City of Calamba approved by the Committee on Anti-Red Tape (CART) in its Resolution No. 01, Series of 2023, entitled: "A Resolution Approving the Reengineered Citizens Charter of the City Government of Calamba and Endorsing the same to the Sangguniang Panlungsod for Adoption and Institutionalization";

WHEREAS, Section VI, Declaration of Commitment Duty, of City Ordinance No. 593, Series of 2016, provides that the City Government of Calamba commits and binds itself the duty of updating, reprinting and distributing the City of Calamba Citizen's Charter within one (1) year after every local election;

WHEREAS, in recognition of the need to better improve the quality of service to its constituents, the Sangguniang Panlungsod deems it necessary to establish a more responsive and citizen-friendly governance through the reengineering of the city's Citizens Charter;

NOW THEREFORE, on motion of **Councilor DYAN DV. ESPIRIDION**, **unanimously seconded by all the members present**, be it resolved as it is hereby resolved by the Sangguniang Panlungsod of Calamba City in session assembled, to approve City Ordinance No. 758 Series of 2023, to wit:

CITY ORDINANCE NO. 758
Series of 2023

AN ORDINANCE ADOPTING AND INSTITUTIONALIZING THE REENGINEERED CITIZEN'S CHARTER OF CALAMBA CITY, LAGUNA.

Be it ordained by the Sangguniang Panlungsod in session assembled that:

SECTION I. TITLE. This ordinance shall be known as "**An Ordinance Adopting and Institutionalizing the Reengineered Citizen's Charter of Calamba City, Laguna**".

SECTION II. PURPOSE. This Ordinance is enacted to adopt and institutionalize the Reengineered Citizen's Charter for the City of Calamba, Laguna, for the purpose of updating and providing a program for the adoption of simplified requirements and procedures that reduce red tape and expedite business and non-business related transactions in the City of Calamba pursuant to Republic Act 10032 or "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Service, Amending for the Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape of 2007".

SECTION III. LEGAL COMPLIANCE.

- a. Republic Act 7160 otherwise known as the Local Government Code of 1991.
- b. Republic Act 10032 dated May 28, 2018, "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Service, amending for the Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape of 2007".

- c. Department of the Interior and Local Government (DILG) Memorandum Circular No. 2021-144 dated December 27, 2021, reiterating ARTA Memorandum Circular No. 2021-09, Series of 2021, "Issuance of the Whole-of-Government Reengineering Manual".

SECTION IV. IMPLEMENTING RULES AND REGULATIONS. Within sixty (60) days from the effectivity date of this Ordinance, the Office of the City Mayor, shall promulgate the rules and regulations for the implementation of the Reengineered Citizen's Charter of the City of Calamba, which shall be deemed effective upon the approval thereof by the Sangguniang Panlungsod.

SECTION V. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared unconstitutional or illegal by any court of competent jurisdiction, other parts or provisions hereof not affected shall continue to be in full force and effect.

SECTION VI. REPEALING CLAUSE. All ordinances, executive orders and administrative issuances or part thereof which are inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION VII. EFFECTIVITY. This Ordinance shall take effect fifteen (15) days after its publication in a local newspaper of general circulation and the posting in three (3) conspicuous public places within the city.

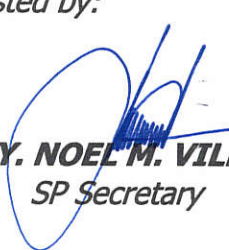
ENACTED BY THE SANGGUNIANG PANLUNGSOD OF CALAMBA CITY at its Regular Session held on **March 27, 2023.**

Certified Enacted:


HON. ANGELITO S. LAZARO, JR.

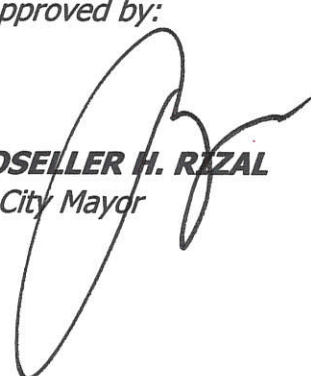
City Vice Mayor

Attested by:


ATTY. NOEL M. VILLANUEVA

SP Secretary

Approved by:


HON. ROSELLER H. RIZAL

City Mayor



We are proud to present to you the revised Citizen's Charter of the City of Calamba. This collaborative effort is our testament in pushing Ramdam na Reporma in all government processes and services in the spirit of transparency, efficiency, and most of all, accountability.

Our citizen's charter is not only a document that outlines the services that our city government provides, but most importantly, it institutionalizes the standards of service that we expect to meet. It is important to have a citizen's charter because it helps to ensure that our government is transparent and accountable to the people it serves.

We are not only compliant with Republic Act No. 9485, but we take it with great commitment the essence of public service which is honesty and integrity. This government shall be a message of efficiency in governance. This means that our government should be effective and economical in its use of resources while providing quality service to Calambeños.

Sooner, as we envision Calamba as a digital and later on a Smart City, we will fully maximize the advantages of information and management technology as we digitize our operations. We are fully committed to this vision as we continue to streamline processes, reduce costs, and improve the quality of public administration.

I call on every government worker to uphold firmly and seriously carry out this citizen's charter as this is an essential tool in making our city a better place to live, work, and raise a family because we have the best government.





OFFICE OF THE CITY MAYOR

External Services





1. Pagtugon sa Kahilingan

Pagtugon sa mga Sulat Kahilingan (Solicitation Letter)

Office or Division :		Office of the City Mayor		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Sulat Kahilingan (para sa Samahan at kailangan may pirma ng lahat ng opisyaes) - Price Quotation ng hinihiling - Voter's ID (photocopy)		Kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Idaan sa MOPAC (automated system) ang aplikasyon ng kliyente upang mabigyan ng receipt.	1. Siguraduhing mayroong MOPAC receipt at kumpleto ang requirements.	Walang babayaran	3 minuto	MOPAC Staff
2. Ipasa sa nakatalaga ang mga rekisitos gaya ng surat kahilingan at photocopy ng voter's id.	2. Tatanggapin at sisiyasatin ng nakatalaga ang mga rekisitos at tatatakan na ito ay tinanggap.		10 minuto	
3. Pagsesertipiko ng tinangtanggap ng surat kahilingan	3. Tatakan ang surat kahilingan at pagbibigay ng ikalawang kopya ng MOPAC receipt sa kliyente.			



4. Mag-antay ng tawag – tumawag sa tanggapan upang malaman ang kalagayan ng kahilingan	4.1 Itatala sa listahan at ipapasa sa Executive Assistant IV o sa Punong Lungsod para aprubahan.	Walang Babayaran	5 minuto	Executive Assistant Staff
	4.2 Pag-apruba sa kahilingan o pag-kausap sa kliyente kung kinakailangan			Executive Assistant IV Punong Lungsod
	4.3 Tawagan ang kliyente para malaman na pwede ng kunin ang tseke o anumang tulong			Bookbinder III Security Agent I
Total :		None	18 minuto	

****Ang pagpoproseso ng tseke ay dumaraan sa Finance Committee at naipoproseso sa loob ng dalawampung (20) araw.***





2. “Guarantee Letter” *Pambayad sa Hospital, Gamot, Laboratory Test, Rehabilitation Therapy, Dugo at Ilang sesyon ng Dialysis*

Tulong Pinansyal sa pamamagitan ng “Guarantee Letter”

Office or Division :		Office of the City Mayor		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. HOSPITAL				
- Partial or Final Bill - Clinical Abstract (if Final Bill) - Voter's ID / Certification		Hospital		
		Comelec		
B. GAMOT				
- Reseta - Price Quotation - Voter's ID / Certification		Doctor		
		Accredited Pharmacy		
		Comelec		
C. LABORATORY				
- Laboratory Request - Price Quotation - Voter's ID / Certification		Doctor		
		Accredited Diagnostic Clinic / Hospital		
		Comelec		
D. DUGO				
- Doctor's Request - Voter's ID / Certification		Doctor		
		Comelec		
E. DIALYSIS				
- Price Quotation - Medical Certificate - Voter's ID / Certification		Accredited Dialysis Center		
		Comelec		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Idaan sa MOPAC (automated system) ang aplikasyon ng kliyente upang mabigyan ng queuing number.	1. Siguraduhing mayroong MOPAC receipt at kumpleto ang requirements.	Walang babayaran	3 minuto	MOPAC Staff



2. Ipasa sa nakatalaga ang mga dokumento na kailangan	2. Siyasatin ng nakatalaga ang mga dokumento kung kompleto, itatala sa listahan.	Walang Babayaran	5 minuto	MOPAC Staff
3. Pagproseso ng Guarantee Letter	3.1 Awtomatikong pagprint ng "Guarantee Letter" matapos ang kumpirmasyon ng pagtatala.			
	3.2 Pag-apruba sa "Guarantee Letter" ng Punong Lungsod o sa ibang Kawani ng Mayor's Office na awtorisado na mag-apruba o lumagda sa "Guarantee Letter"		7 minuto	Punong Lungsod Executive Assistant IV
4. Tanggapin ang "Guarantee Letter" na inaprubahan at dalhin sa Hospital/Laboratory o Rehabilitation Center / Red Cross of the Philippines o ibang pasilidad na may kasunduan sa Lungsod.	4. Pagbibigay ng aprubadong "Guarantee Letter" at pagkausap sa kliyente kung kinakailangan	Walang Babayaran	2 minuto	MOPAC Staff
Total :		None	17 minuto	





3. Hospitalization and Medical Assistance

Tulong pinansyal para sa mga pasyente sa mga Hospital at Medical Assistance

Office or Division :		Office of the City Mayor		
Classification :		Highly Technical		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Hospitalization Assistance - Personal Letter Address to Mayor Roseller H. Rizal - Final Bill - Clinical Abstract or Medical Certificate - Promissory Note - Voter's I.D or Voter's Certification		Kliyente Hospital Comelec		
B. Medical Assistance (Medicine) - Personal Letter Address to Mayor Roseller H. Rizal - Doctor's Prescription w/ Price Quotation - Medical Certificate - Voter's I.D or Voter's Certification		Kliyente Doctor Comelec		
C. Medical Assistance (will undergo on a operation) - Personal Letter Address to Mayor Roseller H. Rizal - Quotation for the operation - Medical Certificate - Voter's I.D or Voter's Certification		Kliyente Hospital Comelec		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Idaan sa MOPAC (automated system) ang aplikasyon ng kliyente upang mabigyan ng MOPAC receipt.	1. Siguraduhing mayroong MOPAC receipt at kumpleto ang requirements.	Walang babayaran	3 minuto	MOPAC Staff



2. Ipasa sa nakatalaga ang dokumento ng kailangan para sa "Hospitalization Assistance"	2.1 Tatanggapin at sisiyasatin ng nakatalaga ang mga dokumento kung valid at kumpleto .	Walang Babayaran	5 minuto	MOPAC Staff
3. Pag-apruba at pag-endorso ng aplikasyon ng kliyente	3.1 Itatala sa listahan at ipapasa sa Executive Assistant IV o sa Punong Lungsod para aprubahan.		7 minuto	Executive Assistant Staff
	3.2 Paghahanda ng mga intake sheet at validated na rekisitos.			Executive Assistant IV Punong Lungsod
	3.3 Pag-apruba sa aplikasyon ng kliyente. 3.4 Pag-endorso ng aprubado na kahilingan at intake sheet sa Finance Committee.*			Executive Assistant Staff Finance Committee
Total :		None	15 minuto	

****Ang pagpoproseso ng tseke ay dumaraan sa Finance Committee at naipoproseso sa loob ng dalawampung (20) araw.***





4. Tulong pinansyal para sa mga namatayan (Burial Assistance)

Tulong pinansyal para sa mga namatayan

Office or Division :		Office of the City Mayor		
Classification :		Highly Technical		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Personal Letter Address to Mayor Roseller H. Rizal - Death Certificate (Original or Certified True Xerox Copy) - Funeral Contract (Original or Certified True Xerox Copy) - Voter's I.D or Voter's Certification		Kliyente Civil Registry Office Funeral Service Comelec Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Idaan sa MOPAC (automated system) ang aplikasyon ng kliyente upang mabigyan ng receipt.	1. Siguraduhing mayroong MOPAC receipt at kumpleto ang requirements.	Walang babayaran	3 minuto	MOPAC Staff
2. Ipasa sa nakatalaga ang mga rekisitos.	2. Tatanggapin at sisiyasatin ng nakatalaga ang mga dokumento.		5 minuto	
3. Pag-apruba at pag-endorso ng aplikasyon ng kliyente	3.1 Itatala sa listahan at ipapasa sa Executive Assistant IV o sa Punong Lungsod para aprubahan.		7 minuto	Executive Assistant Staff
	3.2 Paghahanda ng mga intake sheet at validated na rekisitos.			



	3.3 Pag-apruba sa kahilingan ng kliyente			Executive Assistant IV City Administrator Punong Lungsod
	3.4 Pag-endorso ng aprubado na kahilingan at intake sheet sa Finance Committee.*		3 minuto	Executive Assistant Staff Finance Committee
Total :		None	18 minuto	

***Ang pagpoproseso ng tseke ay dumaraan sa Finance Committee at naipoproseso sa loob ng dalawampung (20) araw.**

5. Tulong pinansyal para sa Edukasyon (Educational Assistance)

Tulong pinansyal para sa Edukasyon

Office or Division :		Office of the City Mayor		
Classification :		Highly Technical		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
• Personal Letter Address to Mayor Roseller H. Rizal • Certificate of Enrollment (Certified True Photocopy) • Copy of Grades • School I.D • Voter's I.D or Voter's Certification			• Kliyente • School • Comelec Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Idaan sa MOPAC (automated system) ang aplikasyon ng kliyente upang mabigyan ng receipt.	1. Siguraduhing mayroong MOPAC receipt at kumpleto ang requirements.	Walang babayaran	3 minuto	Executive Assistant Staff



2. Ipasa sa nakatalaga ang dokumento ng kailangan para sa “Educational Assistance”	2. Tatanggapin at sisiyasatin ng nakatalaga ang mga dokumento.		5 minuto	
3. Pag-apruba at pag-endorso ng aplikasyon ng kliyente	3.1 Itatala sa listahan at ipapasa sa Executive Assistant IV o sa Punong Lungsod para aprubahan.		Walang babayaran	7 minuto
	3.2 Paghahanda ng mga intake sheet at validated na rekisitos.			
	3.4 Pag-apruba sa kahilingan ng kliyente	Executive Assistant IV Punong Lungsod		
	3.5 Pag-endorso ng aprubado na kahilingan at intake sheet sa Finance Committee.*		3 minuto	Executive Assistant Staff Finance Committee
Total :		None	20 araw at 26 minuto	

****Ang pagpoproseso ng tseke ay dumaraan sa Finance Committee at naipoproseso sa loob ng dalawampung (20) araw.***





6. Pagtugon sa reklamo ng nakakatandang mamamayan

Pagtugon sa reklamo ng mga nakakatandang mamamayan ng Calamba

Office or Division :		Office of the City Mayor		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint Form		OSCA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Idadaan sa helpdesk ang reklamo upang makakuha ng complaint form	1. Siguraduhing mabigyan ng complaint form ang nagrereklamo	Walang babayaran	3 minuto	Helpdesk Officer
2. Paggawa ng reklamo o pagbibigay ng nakasulat na reklamo / karaingan	2. Pagtanggap ng sulat / reklamo / karaingan, bigyan ng kopya ang kliyente at ilista sa logbook		5 minuto	Administrative Officer III
3. Pagtugon sa reklamo	3.1 Pagdadala ng sulat sa inirereklamo ng empleyado o opisina.	Walang babayaran	20 minuto	
	3.2 Pagtugon ng empleyado o opisina		1 araw	
	3.3 Tatawagan / magtetext sa kliyente o magbigay ng kopya ng kasagutan sa nagrereklamo.			
Total :		None	1 araw at 28 minuto	



7. Pag-apruba ng Mayor's Clearance sa mga sumusunod:

- ✚ **Para makapagtrabaho (Lokal o Ibang Bansa)**
- ✚ **Para makapagtrabaho sa Lungsod bilang Security Guard at Uniformed Personnel**
- ✚ **Para sa Firearms Permit**
- ✚ **Para makabili / makakuha ng eksplosibo o kinontrol na kemikal**
- ✚ **Para sa mga sumusunod na pangangailangan: BIR Requirement, Marriage Clearance (magpapakasal sa uniformed personnel), Aplikasyong ng VISA, at Real State Sales Agents**

Office or Division :		Office of the City Mayor		
Classification :		Simple		
Type of Transaction :		G2C – Government to Citizen		
Who may avail :		Mamamayan ng Calamba		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Kumpletong Dokumento		Kliyente		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Isumite ang kumpletong dokumento	1.1 Tanggapin at suriin ang dokumento at i-encode sa computer	Walang babayaran	2 minuto	MO Support Staff
	1.2 Pagkausap sa kliyente kung kinakailangan at pag-apruba ng Clearance		2 minuto	Executive Assistant II
2. Tanggapin ng dokumento	2. Ibigay ng Mayor's Clearance		1 minuto	MO Support Staff
TOTAL :		None	5 minuto	



VI. Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	1. Kumuha ng Client Satisfaction Survey na nakalagay sa ibabaw ng suggestion box sa harapan ng opisina 2. Isulat ang Feedback/Suggestion sa tao or opisinang nagbigay serbisyo.
How feedbacks are processed	1. Kada Biyernes ito ay kinukuha ng tauhan ng opisina (Administrative Officer) para i-compile at i-record ang lahat ng feedback/suggestion na isinumite. 2. Ang Feedback/Suggestion na may kaugnayan sa opisina or tao ay kailangan sagutin sa loob ng tatlong (3) araw 3. Ang Kasagutan ng Opisina/Tao ay sasabihin or ipapadala sa Kliyente. <i>Para sa inquiries and follow-ups, ang kliyente ay pwedeng tumawag sa numerong: (049) 545-6789 loc 8000 or 8219/8220(CHRM Office)</i> <i>Email Address:</i> <i>chrnocalamba2001@gmail.com</i>
How to file a complaint	1. Kumuha ng Client Satisfaction Survey (CSR) sa ibabaw ng suggestion box sa harapan ng opisina. 2. Isulat ang reklamo at kung sino ang inirereklamo.
How complaints are processed	1. Isumite ang reklamo sa Tanggapan ng City Human Resource Management Office o direkta sa opisinang inirereklamo. 2. Hintayin ang aksyon sa loob ng 5 hanggang 15 minuto
Contact Information of ARTA, CCB, PCC	ARTA : complaints@arta.gov.ph PCC : 8888 CCB : 0908-8816565 (sms) : contactcenterngbayan@gov.ph : 1-6565

