BARANGAY LOCAL GOVERNMENT UNIT OF

SAN VICENTE

TRINIDAD, BOHOL, PHILIPPINES

CITIZEN'S CHARTER

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2026 (FIRST EDITION)

FOREWORD

Pursuant to Section 6 of Republic Act (RA) No. 11032, otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, all government offices are mandated to establish and maintain a Citizen's Charter that serves as an information billboard and handbook of their most current services, processes, and requirements for the transacting public.

In line with this, the Barangay Local Government of San Vicente, Trinidad proudly presents its 2026 First Edition of the Citizen's Charter as a concrete manifestation of its commitment to eliminate red tape, streamline procedures, and improve the efficiency of public service delivery. This document provides clear and comprehensive information on the services offered by the municipality, including step-by-step procedures, requirements, processing time, and responsible offices.

Guided by the national government's thrust for a whole-of-government approach toward bureaucratic efficiency, the Barangay San Vicente reaffirms its adherence to the standards set by the Anti-Red Tape Authority (ARTA) and its continuing efforts to comply with the provisions of RA 11032. Through this Charter, we aim to promote transparency, accountability, and responsiveness in all government transactions.

Let this Citizen's Charter serve as our pledge to the people of barangay San Vicente, Trinidad that we will continue to uphold a transparent, efficient, and citizen-centered local government that delivers quality services and fosters trust and confidence among our constituents.

HON. ANTONIO F. CASENILLAS
Barangay Captain

PROFILE

MANDATE

Pursuant to **Republic Act No. 7160**, otherwise known as the *Local Government Code of 1991*, the **Barangay** is mandated to serve as the basic political unit of the Philippines and as the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the community.

As a local government unit, the Barangay is tasked to **promote the general welfare of its constituents, maintain peace and order, provide basic services and facilities, and implement programs and activities** that contribute to the social, economic, environmental, and cultural development of the community.

VISION

An independent and progressive barangay advocating principles and practices of good governance that help nurture honesty and responsibility among its officials and employees and take appropriate measure to promote transparency in transacting with the public. A peace loving and clean barangay.

MISSION

- To be able to actively carry out the mandates and ensure transparency honesty and efficiency in the delivery of services in the barangay.
- To implement compulsory backyard gardening and tree planting to all households, to eradicate poverty. Educate every constituents of the barangay the right way of garbage disposal thru segregation of waste for a clean and healthy barangay. Maintain peace and order in the barangay.

GOAL

Information drive thru purok meetings and barangay assembly. Strict implementation of our mission, the compulsory backyard gardening to reduce the incidence of poverty and malnutrition. Proper disposal of garbage thru segregation of waste. Barangay Officials to lead as example.

SERVICE PLEDGE

We, the **Barangay Officials and Employees of San Vicente**, commit ourselves to providing **efficient, responsive, transparent, accessible, and courteous public service** to all our constituents.

We pledge to serve every client with **respect, fairness, integrity, and professionalism**, without discrimination or undue preference. We shall provide clear and accurate information on our services, requirements, procedures, fees, and prescribed processing times, and ensure that transactions are acted upon promptly and in accordance with existing laws, rules, regulations, and barangay ordinances.

We shall continuously strive to **simplify our procedures, eliminate unnecessary requirements and delays, uphold accountability, and protect the rights and welfare of every client**. We shall listen to your concerns and suggestions and use them to improve the quality and delivery of our frontline services.

Your satisfaction is our commitment. Your trust is our responsibility.

We commit to serve with:

- **INTEGRITY**
- **RESPONSIVENESS**
- **TRANSPARENCY**
- **ACCOUNTABILITY**
- **COURTESY**
- **EXCELLENCE**

Serbisyong Barangay, Para sa Katawhan, Alang sa Mas Maayong Komunidad.

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NAME OF SERVICE	ISSUANCE OF CERTIFICATE OF INDIGENCY
SERVICE INFORMATION	Certificate of Indigency is an official document issued by the Barangay certifying that an individual or household is considered indigent based on the assessment and available barangay records, for purposes such as medical assistance, educational assistance, social welfare assistance, legal assistance, and other legitimate or official purposes.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Residents of the Barangay who are considered indigent and who require a Certificate of Indigency for legitimate or official purposes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary

2. Submit the Official Receipt to the Barangay Secretary. Wait for the preparation and approval of the Certificate of Indigency.	2.1 Prepare, the Certificate of Indigency.	None	5 minutes	Barangay Secretary
	2.2 Review, sign/approve, the Certificate of Indigency.	None	2 minutes	Barangay Captain
3. Receive the Certificate of Indigency and acknowledge receipt.	3. Release the completed Certificate of Indigency to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP None**	**12 MINUTES**	

NAME OF SERVICE	ISSUANCE OF CERTIFICATE OF RESIDENCY
SERVICE INFORMATION	Certificate of Residency is an official document issued by the Barangay certifying that an individual is a resident of the Barangay based on available barangay records and/or appropriate verification. It may be issued for employment, education, business, government assistance, legal transactions, and other legitimate or official purposes.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Residents of the Barangay who require a Certificate of Residency for legitimate or official purposes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Valid ID or other acceptable proof of identity	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Approach the Barangay Secretary and tell him/her of the document to be requested.	2. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary
3. Proceed to the Barangay	4. Assess and collect the prescribed fee	PhP 120.00	3 minutes	

Treasurer and pay the prescribed fees.	and issue an official receipt.			Barangay Treasurer
5. Submit the Official Receipt to the Barangay Secretary. Wait for the preparation and approval of the Certificate of Residency.	5.1 Prepare, the Certificate of Residency.	None	5 minutes	Barangay Secretary
	3.2 Review, sign/approve, the Certificate of Residency.	None	2 minutes	Barangay Captain
4. Receive the Certificate of Residency and acknowledge receipt.	6. Release the completed Certificate of Residency to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 120.00**	**15 MINUTES**	

NAME OF SERVICE	FILING OF COMPLIANT TO KATARUNGANG PAMBARANGAY
SERVICE INFORMATION	This service facilitates the filing and processing of complaints involving disputes between parties that fall within the jurisdiction of the Katarungang Pambarangay. The Barangay, through the Lupon Tagapamayapa, facilitates mediation and conciliation between the parties with the objective of achieving an amicable settlement in accordance with applicable laws, rules, and regulations.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Residents or other qualified parties who are involved in a dispute falling within the jurisdiction of the Katarungang Pambarangay, subject to the applicable provisions of law.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant
2. Supporting documents/evidence relevant to the complaint, if applicable	Complainant
3. Contact information and address of the complainant and respondent	Complainant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and state the intention to file a complaint. Submit the required	1. Receive and record the complaint and verify the identity and basic information of	None	2 minutes	Barangay Secretary

information and supporting documents.	the complainant..			
2. Provide the necessary details regarding the dispute and the respondent.	2. Determine whether the complaint is appropriate for referral to the Katarungang Pambarangay and provide information on the applicable procedure.	None	3 minutes	Barangay Captain
3. Sign the complaint and other necessary documents	3. Record the complaint and initiate the appropriate Katarungang Pambarangay proceedings, including the preparation/issuance of the necessary notice or summons for the respondent	None	3 minutes	Barangay Secretary
4. Proceed to the Barangay Treasurer and pay the prescribed fees.	4. Assess and collect the prescribed fee and issue an official receipt.	PhP 300.00	3 minutes	Barangay Treasurer

5. Attend the scheduled mediation/conciliation proceeding.	5. Facilitate the mediation/conciliation proceedings between the parties in accordance with applicable rules.	None	3 days	Lupon Tagapamayapa
5. Receive and acknowledge the appropriate document or outcome of the proceedings.	6. Issue the appropriate document reflecting the result of the proceedings, such as an amicable settlement or other authorized certification, as applicable.	None	3 days	Lupon Tagapamayapa
TOTAL		**PhP 300.00**	**6 days, 11 MINUTES**	

NAME OF SERVICE	ISSUANCE OF AFFIDAVIT OF BARANGAY OFFICIALS TO SOLO PARENTS
SERVICE INFORMATION	This service facilitates the issuance of an Affidavit of Barangay Officials certifying relevant information concerning the status and circumstances of a resident as a solo parent, based on available Barangay records and appropriate verification, for purposes of securing benefits, assistance, privileges, and other legitimate or official transactions under applicable laws, rules, and regulations.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Residents of the Barangay who are qualified or applying for recognition as solo parents and who require the Affidavit of Barangay Officials for legitimate or official purposes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant
2. Documents supporting the applicant's circumstances as a solo parent	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary

2. Provide the necessary information and supporting documents concerning the applicant's solo parent status.	2. Verify the applicant's residency and relevant information against available Barangay records and submitted supporting documents.	None	2 minutes	Barangay Secretary
3. Proceed to the Barangay Treasurer and pay the prescribed fees.	3. Assess and collect the prescribed fee and issue an official receipt.	PhP _____	3 minutes	Barangay Treasurer
4. Submit the Official Receipt to the Barangay Secretary and wait for the preparation and approval of the Affidavit.	5.1 Prepare, the Affidavit.	None	5 minutes	Barangay Secretary
	5.2 Review, sign/approve, the Affidavit.	None	2 minutes	Barangay Captain
5. Receive the Affidavit and acknowledge receipt.	6. Release the completed Affidavit to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP None**	**17 MINUTES**	

NAME OF SERVICE	**ISSUANCE OF BARANGAY CERTIFICATION FOR PURPOSES OF APPLICATION OF CUTTING PERMIT**
SERVICE INFORMATION	This service facilitates the issuance of a Barangay Certification to qualified applicants who intend to secure a cutting permit for trees. The certification is issued based on verification of the location and relevant information regarding the trees and property, subject to applicable laws, rules, regulations, and the requirements of the concerned government agency.

OFFICE	**OFFICE OF THE BARANGAY CAPTAIN**
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Property owners, occupants, authorized representatives, and other qualified applicants who require a Barangay Certification as part of the requirements for an application for a tree-cutting permit within the Barangay.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant
2. Proof of ownership or lawful possession of the property	Applicant
3. Location/details of the trees proposed for cutting, including the purpose of cutting	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and request a Barangay Certification for purposes of applying for a cutting permit. Submit the required document/s.	1. Receive and check the request/application and documentary requirements for completeness.	None	2 minutes	Barangay Secretary
2. Proceed to the Barangay Treasurer and pay the prescribed fees.	2. Assess and collect the prescribed fee and issue an official receipt.	PhP 100.00 plus 30 per trunk	3 minutes	Barangay Treasurer
3. Submit the Official Receipt to the Barangay Secretary and wait for the preparation and approval of the Barangay Certification.	3.1 Prepare, the Barangay Certification.	None	5 minutes	Barangay Secretary
	3.2. Review, sign/approve, the Barangay Certification.	None	2 minutes	Barangay Captain

4. Receive the Barangay Certification and acknowledge receipt.	4. Release the completed Barangay Certification to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 130.00**	**15 MINUTES**	

NAME OF SERVICE	ISSUANCE OF BARANGAY CERTIFICATION
SERVICE INFORMATION	Barangay Certification is an official document issued by the Barangay certifying information based on available barangay records, such as residency, indigency, identification, or other matters that the Barangay is authorized to certify, for employment, business, educational, legal, and other legitimate purposes.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government
WHO MAY AVAIL	All Residents, Business Establishments and Institutions within the barangay

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary
2. Proceed to the Barangay Treasurer	2. Assess and collect the prescribed fee	PhP 120.00	3 minutes	Barangay Treasurer

and pay the prescribed fees.	and issue an official receipt.			
3. Submit the Official Receipt to the Barangay Secretary. Wait for the preparation and approval of the Barangay Certification.	3.1 Prepare, the Barangay Certification.	None	5 minutes	Barangay Secretary
	3.2 Review, sign/approve, the Barangay Certification.	None	2 minutes	Barangay Captain
4. Receive the Barangay Certification and acknowledge receipt.	4. Release the completed Barangay Certification to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 120.00**	**15 MINUTES**	

NAME OF SERVICE	ISSUANCE OF BARANGAY PROTECION ORDER (BPO)
SERVICE INFORMATION	A Barangay Protection Order (BPO) is a protection order issued by the Punong Barangay under Republic Act No. 9262, or the Anti-Violence Against Women and Their Children Act of 2004, to prevent further acts of violence against a woman or her child and to provide appropriate protection and relief. The BPO is issued after an ex parte determination of the application and is effective for fifteen (15) days.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Victim-survivors of violence against women and their children (VAWC), and other persons authorized by law to apply for a protection order, subject to the applicable provisions of Republic Act No. 9262 and its implementing rules.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant
2. Information regarding the respondent, including last known address	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay VAW Desk Officer / Punong Barangay and request	1. Receive and assist the applicant in completing the written application	None	5 minutes	Barangay VAW Desk Officer / Punong Barangay

assistance in applying for a BPO.	and verify the available information.			
2. Submit the signed written application and provide the necessary information regarding the incident and respondent.	2. Review the application and conduct the required ex parte determination of the basis of the application.	None	3 minutes	Barangay Captain
3. Wait for the issuance of the BPO.	3. Issue the Barangay Protection Order on the same day of application upon completion of the ex parte determination , when the legal requirements are met.	None	3 minutes	Barangay Captain
4. Attend the scheduled mediation/conciliation proceeding.	4. Facilitate the mediation/conciliation proceedings between the parties in accordance with applicable rules.	None	3 days	Barangay Captain

5. Receive the BPO and acknowledge receipt.	5. Personally serve a copy of the BPO on the respondent or direct an authorized barangay official to effect personal service, as required by law.	None	3 days	Barangay Captain
TOTAL		**PhP None**	**6 DAYS 11 MINUTES**	

NAME OF SERVICE	ISSUANCE OF BUILDING CLEARANCE
SERVICE INFORMATION	Building Clearance is an official document issued by the Barangay indicating that the proposed construction, renovation, alteration, or other building-related activity has been presented to and cleared by the Barangay, subject to applicable laws, regulations, barangay ordinances, and other requirements of the concerned government offices.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Property owners, building owners, authorized representatives, contractors, and other qualified applicants undertaking construction, renovation, alteration, or other building-related activities within the Barangay.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary

2. Provide the necessary details regarding the record or information being requested and its intended purpose.	2. Verify the availability of the requested record and determine whether the information may be released to the requesting party.	None	2 minutes	Barangay Secretary
3. Proceed to the Barangay Treasurer and pay the prescribed fees.	3. Assess and collect the prescribed fee and issue an official receipt.	PhP 130.00	3 minutes	Barangay Treasurer
4. Submit the Official Receipt to the Barangay Secretary and wait for the preparation and approval of the Building Clearance.	4.1 Prepare, the Building Clearance.	None	5 minutes	Barangay Secretary
	4.2 Review, sign/approve, the Building Clearance.	None	2 minutes	Barangay Captain
5. Receive the Building Clearance and acknowledge receipt.	5. Release the completed Building Clearance to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 130.00**	**17 MINUTES**	

NAME OF SERVICE	ISSUANCE OF CERTIFICATE OF BARANGAY RECORDS
SERVICE INFORMATION	Certificate of Barangay Records is an official document issued by the Barangay certifying or providing information based on records maintained and kept by the Barangay, upon the request of an authorized person and for a legitimate or official purpose, subject to applicable laws, rules, regulations, and data privacy requirements.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Residents of the Barangay and other authorized individuals who require a certification or information based on existing Barangay records for legitimate or official purposes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary

2. Provide the necessary details regarding the record or information being requested and its intended purpose.	2. Verify the availability of the requested record and determine whether the information may be released to the requesting party.	None	2 minutes	Barangay Secretary
3. Proceed to the Barangay Treasurer and pay the prescribed fees.	3. Assess and collect the prescribed fee and issue an official receipt.	PhP 120.00	3 minutes	Barangay Treasurer
4. Submit the Official Receipt to the Barangay Secretary and wait for the preparation and approval of the Certificate of Barangay Records.	4.1 Prepare, the Certificate of Barangay Records.	None	5 minutes	Barangay Secretary
	4.2 Review, sign/approve, the Certificate of Barangay Records.	None	2 minutes	Barangay Secretary
5. Receive the Certificate of Barangay Records and acknowledge receipt.	5.Release the completed Certificate of Barangay Records to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 120.00**	**17 MINUTES**	

NAME OF SERVICE	ISSUANCE OF CERTIFICATE OF GOOD MORAL CHARACTER
SERVICE INFORMATION	Certificate of Good Moral Character is an official document issued by the Barangay certifying, based on available barangay records and appropriate verification, that the applicant is known to have good moral character and/or has no recorded derogatory information in the Barangay, for legitimate or official purposes such as employment, education, training, and other lawful transactions.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Residents of the Barangay who require a Certificate of Good Moral Character for legitimate or official purposes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary

2. Proceed to the Barangay Treasurer and pay the prescribed fees.	2. Assess and collect the prescribed fee and issue an official receipt.	PhP 120.00	3 minutes	Barangay Treasurer
3. Submit the Official Receipt to the Barangay Secretary. Wait for the preparation and approval of the Certificate of Good Moral Character.	3.1 Prepare, the Certificate of Good Moral Character.	None	5 minutes	Barangay Secretary
	3.2 Review, sign/approve, the Certificate of Good Moral Character.	None	2 minutes	Barangay Captain
4. Receive the Certificate of Good Moral Character and acknowledge receipt.	4. Release the completed Certificate of Good Moral Character to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 120.00**	**15 MINUTES**	

NAME OF SERVICE	ISSUANCE OF CERTIFICATE OF NO INCOME/NO EMPLOYMENT
SERVICE INFORMATION	Certificate of No Income/No Employment is an official document issued by the Barangay certifying, based on available barangay records and/or appropriate verification, that a resident has no reported income and/or is not employed, for legitimate purposes such as employment-related requirements, educational assistance, medical assistance, social welfare assistance, and other lawful or official transactions.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Residents of the Barangay who are unemployed and/or have no reported income and who require the certification for legitimate or official purposes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary

2. Proceed to the Barangay Treasurer and pay the prescribed fees.	2. Assess and collect the prescribed fee and issue an official receipt.	PhP _____	3 minutes	Barangay Treasurer
3. Submit the Official Receipt to the Barangay Secretary. Wait for the preparation and approval of the Certificate of No Income/No Employment.	3.1 Prepare, the Certificate No Income/No Employment.	None	5 minutes	Barangay Secretary
	3.2 Review, sign/approve, the Certificate of No Income/No Employment.	None	2 minutes	Barangay Captain
4. Receive the Certificate of No Income/No Employment and acknowledge receipt.	4. Release the completed Certificate of No Income/No Employment to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP None**	**15 MINUTES**	

NAME OF SERVICE	ISSUANCE OF CERTIFICATE OF OWNERSHIP
SERVICE INFORMATION	Certificate of Ownership is an official document issued by the Barangay certifying, based on available barangay records and appropriate verification, that an individual is recognized as the owner or claimant of a particular property or item within the Barangay, for legitimate or official purposes.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Residents of the Barangay who require a Certificate of Ownership for legitimate or official purposes and who can provide sufficient information or supporting documents establishing ownership or lawful claim.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary
2. Provide the necessary information and	2. Verify the ownership information against	None	2 minutes	

supporting documents for verification of ownership.	available Barangay records and submitted supporting documents.			Barangay Secretary
3. Proceed to the Barangay Treasurer and pay the prescribed fees.	3. Assess and collect the prescribed fee and issue an official receipt.	PhP 120.00	3 minutes	Barangay Treasurer
4. Submit the Official Receipt to the Barangay Secretary and wait for the preparation and approval of the Certificate of Ownership.	4. Prepare the Certificate of Ownership and facilitate its review and signature by the authorized signatory.	None	3 minutes	Barangay Captain
5. Receive the Certificate of Ownership and acknowledge receipt.	5. Release the duly signed Certificate of Ownership to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 120.00**	**13 MINUTES**	

NAME OF SERVICE	ISSUANCE OF CERTIFICATE TO FILE ACTION
SERVICE INFORMATION	Certificate to File Action (CFA) is issued to a complainant after the required proceedings under the Katarungang Pambarangay have been undertaken and no amicable settlement has been reached, when applicable, authorizing the complainant to pursue the appropriate action before the proper court or government office, subject to applicable laws, rules, and regulations.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	A complainant who has undergone the required Katarungang Pambarangay proceedings and is qualified to be issued a Certificate to File Action under applicable laws, rules, and regulations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant
2. Records/documents pertaining to the Katarungang Pambarangay proceedings	Lupong Tagapamayapa

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary/Lupon Secretary and request the issuance of a Certificate to File Action.	1. Verify the identity of the requesting client and check the records of the Katarungang Pambarangay proceedings.	None	2 minutes	Barangay Secretary
2. Submit the required document/s and provide the necessary information.	2. Verify whether the required Katarungang Pambarangay proceedings have been completed and determine whether the complainant is qualified for the issuance of the Certificate to File Action.	PhP 120.00	3 minutes	Barangay Secretary
3. Proceed to the Barangay Treasurer and pay the prescribed fees.	3. Assess and collect the prescribed fee and issue an official receipt.	PhP _____	3 minutes	Barangay Treasurer
4. Submit the Official Receipt to the Barangay Secretary/Lupon	4. Prepare the Certificate to File Action and facilitate	None	3 minutes	Barangay Secretary

Secretary and wait for the preparation and approval of the Certificate to File Action.	its review and signature by the authorized signatory.			
5. Receive the Certificate to File Action and acknowledge receipt.	5. Release the duly signed Certificate to File Action to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 120.00**	**14 MINUTES**	

NAME OF SERVICE	ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)
SERVICE INFORMATION	The Community Tax Certificate (CTC), commonly known as Cedula, is an official document issued upon payment of the community tax imposed under applicable laws. It contains information about the taxpayer and serves as evidence of payment of the community tax for the applicable year.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government
WHO MAY AVAIL	Individuals who are liable for community tax and other persons who wish to secure a Community Tax Certificate in accordance with applicable laws and regulations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant
2. Information on gross receipts, earnings, or income from business/profession/occupation and real property, as applicable, for computation of additional community tax	Applicant
3. Previous Community Tax Certificate, if available, for reference only	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Treasurer
2. Provide information necessary for the computation of the community tax, including income, business/professional earnings, and real property information, as applicable.	2. Determine and compute the basic and additional community tax due, including applicable interest, if any.	None	3 minutes	Barangay Treasurer
3. Pay the assessed community tax.	3. Receive payment and accomplish the Community Tax Certificate based on the information provided by the taxpayer.	**Community Tax Certificate-Individual** Basic Community Tax – **PhP 5.00**	5 minutes	Barangay Treasurer

		Additional Community Tax – Not To Exceed **PhP 5,000.00** -Gross Receipt Or Earnings From Business During The Preceding Year PhP 1.00 For Every PhP 1,000.00 Salaries Or Gross Receipt Or Earnings Derived From Exercise Of Profession – PhP 1.00 For Every PhP 1,000.00 Income From Real Property – PhP 1.00 For Every PhP 1,000.00 **Community Tax**		

		Certificate-Corporation Basic Community Tax – PhP 500.00 Additional Community Tax – Not To Exceed PhP 10,000.00 Assessed Value Of Real Property Owned In The Philippines. PHp2.00 For Every PhP 5,000.00 Gross Receipts Including Dividend Earnings Derived From Business In The Philippines During The Preceding Year PhP2.00 For		

		Every PhP 5, 000.00		
4. Review the information appearing on the CTC and affix signature/ thumbmark, as applicable.	4. Verify the entries and complete/ authenticate the Community Tax Certificate.	None	3 minutes	Barangay Treasurer
5. Receive the Community Tax Certificate.	5. Release the duly accomplished Community Tax Certificate to the taxpayer.	None	3 minutes	Barangay Treasurer
TOTAL		**Community Tax Certificate- Individual** Basic Community Tax – **PhP 5.00** Additional Community Tax – Not To	**16 MINUTES**	

	Exceed **PhP 5,000.00** -Gross Receipt Or Earnings From Business During The Preceding Year PhP 1.00 For Every PhP 1,000.00 Salaries Or Gross Receipt Or Earnings Derived From Exercise Of Profession – PhP 1.00 For Every PhP 1,000.00 Income From Real Property – PhP 1.00 For Every PhP 1,000.00 **Community Tax Certificate-Corporation**		

	Basic Community Tax – PhP 500.00 Additional Community Tax – Not To Exceed PhP 10,000.00 Assessed Value Of Real Property Owned In The Philippines. PHp2.00 For Every PhP 5,000.00 Gross Receipts Including Dividend Earnings Derived From Business In The Philippines During The Preceding Year PhP2.00 For Every PhP 5, 000.00		

NAME OF SERVICE	ISSUANCE OF RECOMMENDATION LETTER TO JOB SEEKERS
SERVICE INFORMATION	This service facilitates the issuance of a Recommendation Letter by the Barangay to qualified residents who are seeking employment. The letter may certify the applicant's residency and/or provide a character reference based on available Barangay records and the Barangay's knowledge of the applicant, for employment and other legitimate purposes.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen
WHO MAY AVAIL	Residents of the Barangay who are seeking employment and require a Recommendation Letter for legitimate employment or related purposes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant
2. Name and address of the prospective employer or office, when applicable	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary
2. Provide the necessary employment-	2. Verify the applicant's residency and available Barangay	None	2 minutes	

related information, including the purpose of the request and prospective employer, when applicable.	records and obtain the necessary information for the preparation of the Recommendation Letter.			Barangay Secretary
3. Proceed to the Barangay Treasurer and pay the prescribed fees.	3. Assess and collect the prescribed fee and issue an official receipt.	PhP 120.00	3 minutes	Barangay Treasurer
4. Submit the Official Receipt to the Barangay Secretary and wait for the preparation and approval of the Recommendation Letter.	4.1 Prepare, the Recommendation Letter.	None	5 minutes	Barangay Secretary
	4.2 Review, sign/approve, the Recommendation Letter.	None	2 minutes	Barangay Captain
5. Receive the Recommendation Letter and acknowledge receipt.	5 Release the completed Recommendation Letter to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 120.00**	**17 MINUTES**	

NAME OF SERVICE	**REQUEST FOR USE OF BARANGAY FURNITURES AND FIXTURES, FACILITIES AND EQUIPMENT**
SERVICE INFORMATION	This service facilitates requests from qualified individuals, organizations, and other entities for the temporary use of barangay-owned furniture, fixtures, facilities, and equipment for legitimate activities, programs, meetings, events, and other authorized purposes, subject to availability, applicable rules, and approval of the authorized barangay official.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
WHO MAY AVAIL	Residents, community organizations, government offices, institutions, and other qualified individuals or groups requesting the use of available barangay-owned furniture, fixtures, facilities, and equipment for legitimate and authorized purposes.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant
2. Letter/request stating the purpose, date, duration, and specific furniture, facility, or equipment requested	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary
2. Wait for the approval of the request.	2. Review and approve/disapprove the request based on availability, intended use, applicable barangay policies, and other relevant considerations.	None	3 minutes	Barangay Captain
3. Proceed to the Barangay Treasurer and pay the prescribed fees.	3. Assess and collect the prescribed fee and issue an official receipt.	PhP 50.00 – table PhP 150 – tent 1,000 – GYM	3 minutes	Barangay Treasurer
4. Sign the acknowledgment / undertaking and receive the approved request or authorization.	4. Release the requested furniture, fixture, facility, or equipment, or provide the applicant	None	3 minutes	Barangay Secretary

	with the necessary authorization for its use, subject to the approved terms and conditions.			
TOTAL		**PhP 1,200.00**	**11 MINUTES**	

NAME OF SERVICE	ISSUANCE OF BARANGAY CLEARANCE
SERVICE INFORMATION	Barangay Clearance is a document issued by the Barangay to residents who need official certification from the Barangay for employment, business, securing documents, and other legal or official purposes.

OFFICE	OFFICE OF THE BARANGAY CAPTAIN
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government
WHO MAY AVAIL	All Residents, Business Establishments and Institutions within the barangay

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Valid ID or other acceptable proof of identity	Applicant
2. Community Tax Certificate (Cedula)	Barangay / Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Barangay Secretary and tell him/her of the document to be requested.	1. Verify the identity of the requesting client.	None	2 minutes	Barangay Secretary
2. Proceed to the Barangay Treasurer	2. Assess and collect the prescribed fee	PhP 120.00	3 minutes	Barangay Treasurer

and pay the prescribed fees.	and issue an official receipt.			
3. Submit the Official Receipt to the Barangay Secretary. Wait for the preparation and approval of the Certificate of Residency.	3.1 Prepare, review, sign/approve, and release the Barangay Clearance.	None	5 minutes	Barangay Secretary
	3.2 Prepare, review, sign/approve, and release the Barangay Clearance.	None	2 minutes	Barangay Captain
4. Receive the Barangay Clearance and acknowledge receipt.	4. Release the completed Barangay Clearance to the client.	None	3 minutes	Barangay Secretary
TOTAL		**PhP 120.00**	**15 MINUTES**	

FEEDBACKS AND COMPLAINTS

MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
HOW TO SEND A FEEDBACK?	Fill-up the Client Feedback Form and submit it to **Jeanefer T. Nuera**, Barangay Secretary to San Vicente, Trinidad, Bohol. Contact Information: ☎ Jeanefer T. Nuera - 09677481316 💻 barangaysanvicentetrinidad@gmail.com
HOW FEEDBACK IS PROCESSED?	The Barangay Secretary conducts a daily evaluation of all feedback submitted by clients. This ensures that concerns, suggestions, and commendations are properly recorded, reviewed, and acted upon in a timely manner. Feedback requiring answers are forwarded to the concerned offices and they are required to answer within three (3) days of the receipt of the feedback. The answer of the office concerned is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following: ☎ Jeanefer T. Nuera - 09677481316 💻 barangaysanvicentetrinidad@gmail.com
HOW TO FILE A COMPLAINT?	Answer the Client Complaint Form and submit it to **Jeanefer T. Nuera**, Barangay Secretary to San Vicente, Trinidad, Bohol. Complaints can also be filed via email and telephone. Make sure to provide the following information: - Name of the person being complained

<table>
<tr><td></td><td colspan="2">- Incident
- Evidence

For inquiries and follow-ups, clients may contact the following:

☎ Jeanefer T. Nuera - 09677481316
💻 barangaysanvicentetrinidad@gmail.com</td></tr>
<tr><td>HOW COMPLAINTS ARE PROCESSED?</td><td colspan="2">The Barangay Secretary conducts a daily evaluation of all feedback submitted by clients.

Upon evaluation, the Barangay Secretary shall start the investigation and forward the complaint to concerned office for their explanation.

The Barangay Secretary will make a report after the investigation and shall submit it to the Barangay Captain for appropriate action.

The Barangay Secretary Person will give the feedback to the client.

For inquiries and follow-ups, clients may contact the following:

☎ Jeanefer T. Nuera - 09677481316
💻 barangaysanvicentetrinidad@gmail.com</td></tr>
<tr><td rowspan="3">CONTACT INFORMATION</td><td>ARTA</td><td>- complaints@arta.gov.ph
- 8478-5093</td></tr>
<tr><td>PCC</td><td>8888</td></tr>
<tr><td>CCB</td><td>0908-881-6565 (SMS)</td></tr>
</table>

LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
1. Office of the Punong Barangay	San Vicente, Trinidad, Bohol	09537624746
2. Office of the Barangay Secretary	San Vicente, Trinidad, Bohol	09677481316
3. Office of the BarangayTreasurer	San Vicente, Trinidad, Bohol	09939848285
4. Office of the Sangguniang Kabataan	San Vicente, Trinidad, Bohol	09306814263
5. Office of the CDW	San Vicente, Trinidad, Bohol	
6. Barangay Health Station	San Vicente, Trinidad, Bohol	09388056051
7. Barangay Tanod Station	San Vicente, Trinidad, Bohol	09650493028
8. VAWC Desk Office	San Vicente, Trinidad, Bohol	09380948104

CITIZEN'S CHARTER

2026 FIRST EDITION