



CITIZEN CHARTER OF BARANGAY GUN-OB

MISSION

Barangay Gun-ob is committed to empowering our community by providing efficient, transparent, and accessible services. We strive to promote peace, safety, and order through active participation, collaboration, and upholding the law. We are dedicated to fostering sustainable development to improve the quality of life for all residents.

VISION

Barangay Gun-ob envisions a thriving and united community where residents enjoy secure and healthy environment. We aim to be a model barangay recognized for its effective governance, strong sense of community and commitment to empowering our citizen.

ISSUANCE/SECURING OF BARANGAY CLEARANCE FEES/CHARGES: (P80.00) | (NO FEES FOR 1ST TIME JOBSEEKER)

REQUIREMENTS:

- 1 Valid ID (if none please proceed to no. 2)
- Personal Appearance

Procedures	Time (under normal circumstances)	Accountable Officer
1. Ask the Brgy. Staff/Secretary for a barangay clearance form and fill-up the same	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
2. Submit the barangay clearance form together with the requirements	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
3. Encoding and Printing of Barangay Clearance	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
4. Get your Barangay Clearance and submit to the Barangay Treasurer Office	3 minutes	Brgy. Treasurer
5. Pay the Barangay Clearance fee & ask receipt	2 minutes	Brgy. Treasurer
6. Signing and Sealing of document	2 minutes	Punong Barangay/Brgy. Kagawad/Brgy. Staff/ Brgy. Secretary

ISSUANCE/SECURING OF CERTIFICATE OF RESIDENCY FEES/CHARGES: (P80.00) | (NO FEES FOR 1ST TIME JOBSEEKER/MEDICAL ASSISTANCE)

REQUIREMENTS:

- 1 Valid ID (if none please proceed to no. 2)
- Personal Appearance

Procedures	Time (under normal circumstances)	Accountable Officer
1. Ask the Brgy. Staff/Secretary for a Certificate of Residency form and fill-up the same	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
2. Submit the Certificate of Residency form together with the requirements	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
3. Encoding and Printing of Certificate of Residency	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary

4. Get your Certificate of Residency and submit to the Barangay Treasurer Office	3 minutes	Brgy. Treasurer
5. Pay the Certificate of Residency fee & ask receipt	2 minutes	Brgy. Treasurer
6. Signing and Sealing of document	2 minutes	Punong Barangay/Brgy. Kagawad/Brgy. Staff/ Brgy. Secretary

ISSUANCE/SECURING OF CERTIFICATE OF INDIGENCY
FEES/CHARGES: (FREE)

REQUIREMENTS:

1. 1 Valid ID (if none please proceed to no. 2)
2. Personal Appearance

Procedures	Time (under normal circumstances)	Accountable Officer
1. Ask the Brgy. Staff/Secretary for a Certificate of Indigency form and fill-up the same	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
2. Submit the Certificate of Indigency form together with the requirements	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
3. Encoding and Printing of Certificate of Indigency	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
4. Signing and Sealing of document	2 minutes	Punong Barangay/Brgy. Kagawad/Brgy. Staff/ Brgy. Secretary

ISSUANCE/SECURING OF CERTIFICATE FOR SOLO PARENT
FEES/CHARGES: (P80.00)

REQUIREMENTS:

1. VALID ID (if none please proceed to no. 2)
2. PERSONAL APPEARANCE

Procedures	Time (under normal circumstances)	Accountable Officer
1. Ask the Brgy. Staff/Secretary for a Certificate form and fill-up the same	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
2. Submit the Certificate form together with the requirements	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
3. Encoding and Printing of Certificate	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
4. Signing and Sealing of document	2 minutes	Punong Barangay/Brgy. Kagawad/Brgy. Staff/ Brgy. Secretary

ISSUANCE/SECURING OF OTHER CERTIFICATIONS
FEES/CHARGES: (P80.00)

REQUIREMENTS:

1. VALID ID (if none please proceed to no. 2)
2. PERSONAL APPEARANCE

Procedures	Time (under normal circumstances)	Accountable Officer
1. Ask the Brgy. Staff/Secretary for a Certificate form and fill-up the same	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
2. Submit the Certificate form together with the requirements	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
3. Encoding and Printing of Certificate	2 minutes	Brgy. Staff/ Ms. Daisy Jean C. Celedonio & Mr. Gary Regaña /Brgy. Secretary
4. Signing and Sealing of document	2 minutes	Punong Barangay/Brgy. Kagawad/Brgy. Staff/ Brgy. Secretary

ISSUANCE/SECURING OF BARANGAY BUSINESS PERMIT CLEARANCE
FEES/CHARGES: (ACCORDING TO NATURE/TYPe OF BUSINESS)

REQUIREMENTS: IF THE GROSS INCOME IS ABOVE P25,000.00 PLEASE PROCEED TO LAPU-LAPU CITY HALL

NEW:

1. DTI
2. CONTRACT OF LEASE
3. CONSENT FROM LOT OWNER
4. BELOW P25,000.00 GROSS INCOME

RENEW:

1. PREVIOUS BUSINESS PERMIT CLEARANCE

Procedures	Time (under normal circumstances)	Accountable Officer
1. Ask the Brgy. Staff/Secretary for a Brgy. Business Permit Clearance form and fill-up the same	2 minutes	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary
2. Submit the Brgy. Business Permit Clearance form together with the requirements	2 minutes	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary
3. Encoding and Printing of Brgy. Business Permit Clearance	2 minutes	Brgy. Staff/ Mrs. Ian Maglangit /Brgy. Secretary
4. Get your Brgy. Business Permit Clearance and submit to the Barangay Treasurer Office	1 minute	Brgy. Treasurer
5. Pay the Certificate of Residency fee & ask receipt	3 minutes	Brgy. Treasurer
6. Signing and Sealing of document	1 minute	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary

ISSUANCE/SECURING OF BARANGAY ELECTRICAL PERMIT CLEARANCE

REQUIREMENTS:

1. Tax Declaration/Lot Title
2. Tax Clearance
3. Vicinity Map
4. Consent from Lot Owner
5. Sketch or Draw Plan
6. ID of Lot Owner
7. ID of Applicant
8. Affidavit of undertaking
9. Occupancy Permit

FEES/CHARGES

- Native Residential P300.00
- Mixed concrete P500.00
- residential
- Concrete P800.00
- Residential
- Commercial P1,000.00
- Industrial building P2,000.00

Procedures

**Time
(under normal
circumstances)**

Accountable Officer

1. Ask the Brgy. Staff/Secretary for a Brgy. Electrical Permit Clearance form and fill-up the same	2 minutes	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary
2. Submit the Brgy. Electrical Permit Clearance form together with the requirements	2 minutes	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary
3. Inspection	1 day	Admin Staff/Ms. Lorna Taghoy/Mr. Manuel T. Bascon
4. Encoding and Printing of Brgy. Electrical Permit Clearance	2 minutes	Brgy. Staff/ Mrs. Ian Maglangit /Brgy. Secretary
5. Pay the Brgy. Electrical Permit Clearance fee & ask receipt	2 minutes	Brgy. Treasurer
6. Signing and Sealing of document	1 minute	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary

ISSUANCE/SECURING OF BARANGAY CONSTRUCTION PERMIT CLEARANCE

REQUIREMENTS:

1. Tax Declaration/Lot Title
2. Tax Clearance
3. Vicinity Map
4. Consent from Lot Owner
5. Sketch or draw plan
6. ID of Lot Owner
7. ID of Lot Applicant
8. Affidavit of undertaking
9. Occupancy permit

FEES/CHARGES

- Native Residential P150.00
- Mixed concrete P300.00
- residential
- Concrete P500.00
- Residential
- Commercial P2,000.00
- Industrial building P3,000.00

Procedures

**Time
(under normal
circumstances)**

Accountable Officer

1. Ask the Brgy. Staff/Secretary for a Brgy. Construction Permit Clearance form and fill-up the same	2 minutes	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary
2. Submit the Brgy. Electrical Permit Clearance form together with the requirements	2 minutes	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary
3. Inspection	1 day	Admin Staff/Ms. Lorna Taghoy/Mr. Manuel T. Bascon
4. Determine if the application need for public hearing (if not need then proceed to Step 6)	1 minute	Admin Staff/Ms. Lorna Taghoy/Mr. Manuel T. Bascon

5. Public Hearing	4 working days	Punong Barangay/Admin Staff/Brgy. Kagawad
6. Encoding and Printing of Brgy. Construction Permit Clearance	2 minutes	Brgy. Staff/ Mrs. Ian Maglangit /Brgy. Secretary
7. Pay the Brgy. Construction Permit Clearance & ask receipt	2 minutes	Brgy. Treasurer
8. Signing and Sealing of document	1 minute	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary

ISSUANCE/SECURING OF BARANGAY FENCING PERMIT CLEARANCE

REQUIREMENTS:	FEES/CHARGES	
1. Tax Declaration/Lot Title 2. Tax Clearance 3. Vicinity Map 4. Consent from Lot Owner 5. Sketch or draw plan 6. ID of Lot Owner 7. ID of Lot Applicant 8. Affidavit of undertaking 9. Occupancy permit	Minimum of 200 meters below	P300.00
	If above 200 meters	+P50.00 per 10 meters
Procedures	Time (under normal circumstances)	Accountable Officer
1. Ask the Brgy. Staff/Secretary for a Brgy. Fencing Permit Clearance form and fill-up the same	2 minutes	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary
2. Submit the Brgy. Fencing Permit Clearance form together with the requirements	2 minutes	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary
3. Inspection	1 day	Admin Staff/Ms. Lorna Taghoy/Mr. Manuel T. Bascon
4. Determine if the application need for public hearing (if not need then proceed to Step 6)	1 minute	Admin Staff/Ms. Lorna Taghoy/Mr. Manuel T. Bascon
5. Public Hearing	4 working days	Punong Barangay/Admin Staff/Brgy. Kagawad
6. Encoding and Printing of Brgy. Fencing Permit Clearance	2 minutes	Brgy. Staff/ Mrs. Ian Maglangit /Brgy. Secretary
7. Pay the Brgy. Fencing Permit Clearance & ask receipt	2 minutes	Brgy. Treasurer
8. Signing and Sealing of document	1 minute	Brgy. Staff/ Ms. Marie Rose Singcol /Brgy. Secretary

