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Office of the Sangguniang Bayan

MINUTES OF THE REGULAR SANGGUNIANG BAYAN SESSION HELD ON NOVEMBER 8, 2022 AT THE SB SESSION HALL. 2F SANGGUNIANG BAYAN BUILDING. BOLINAO, PANGASINAN

Present: **Hon. GREGORIO C. CELESTE** - - - - -Acting Municipal Vice Mayor/ Presiding Officer  
Hon. CAROLINA M. ABAD - - - - -Municipal Councilor  
Hon. JONUMER V. CAASI - - - - -Municipal Councilor  
Hon. REY CARLO I. CELESTE - - - - -Municipal Councilor  
Hon. JOVEN C. CAASI - - - - -Municipal Councilor  
Hon. BETHSHEBA C. CAMBA - - - - -Municipal Councilor  
Hon. JESUS E. DELA CRUZ. JR - - - - -Municipal Councilor  
Hon. GABRIEL C. CASTELLANO - - - - -Municipal Councilor  
Hon. JOSEFINO C. CELESTE - - - - -Municipal Liga President  
Hon. MARC ANDERS VILLAREAL - - - - -Municipal SK Federation President

Absent: None  
The Honorable Presiding Officer called the Session to order at 8:00 AM  
The minutes of the previous Session was read and approved.

**Resolution Jointly Sponsored by HON. CAROLINA M. ABAD & HON. JOVEN C. CAASI**

**RESOLUTION NO. 2022– 113**

**WHEREAS**, Rule XXX, Article 218 of the Rules and Regulations Implementing the Local Government Code of 1991 states that, *“Power to Create Sources of Revenue – Consistent with the basic policy of local autonomy, each LGU shall exercise its power to create its own sources of revenue and to levy taxes, fees, or charges, subject to the provisions of this Rule. Such taxes, fees, or charges shall accrue exclusively to the LGU.”*

**WHEREAS**, Article 281 of the said Rule also states that, *“Authority to Adjust Rates of Taxes. – LGUs shall be authorized to adjust the tax rates prescribed in this Rule not oftener than once every five (5) years, but in no case shall such adjustments exceed ten percent (10%) of the rates fixed in this Rule.”*

**WHEREAS**, the power to impose a tax, fee and charge or to generate revenues shall be exercised by the Sangguniang Bayan through the enactment of appropriate ordinance pursuant to Section 132 of the same law;

**WHEREAS**, after careful review and study of the draft revenue code, the same has been found to be in order for enactment;

**NOW THEREFORE**, after due deliberation, on joint motion of **HON. CAROLINA M. ABAD & HON. JOVEN C. CAASI**, duly seconded by **ALL SANGGUNIANG BAYAN MEMBERS** present, be it ordained by the Sangguniang Bayan in a session duly assembled:

## **MUNICIPAL ORDINANCE NO. 2022-05**

### **AN ORDINANCE ENACTING THE REVENUE CODE 2022 OF THE MUNICIPALITY OF BOLINAO, PROVINCE OF PANGASINAN**

Be it ordained by the Sangguniang Bayan of the Municipality of Bolinao, Province of Pangasinan that

#### **CHAPTER I. GENERAL PROVISIONS**

##### **Article A. Short Title and Scope**

**Section 1A.01. Short Title.** This ordinance shall be known as the **Municipal Revenue Code 2022 of the Municipality of Bolinao, Province of Pangasinan,**

**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 participacion*), 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) *Motorcycle-for-hire* refers to motorcycles used for the transport of goods for a fee.
- (l) *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 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;
- (m) *Operator* includes the owner, manager, administrator, or any other person who operates or is responsible for the operation of a business establishment or undertaking;
- (n) *Privilege* means a right or immunity granted as a peculiar benefit, advantage or favor.
- (o) *Pedicab (Padyak)* refers to a non-motorized three-wheeled passenger vehicle which the driver propels by pedaling and usually with the cab attached to the main cycle at the right side.
- (p) *Persons* mean every natural or juridical being, susceptible of rights and obligations or of being the subject of legal relations;
- (q) *Public Market* a place where fresh food or items for food or other commodities are sold. It may be established or operated by the municipal government or by a franchise granted by the *Sangguniang Bayan* to private persons. The public market area may include stalls where goods may be sold to public, loading and unloading spaces and parking areas for vehicles.
- (r) *Public Utility* refers to electric power generating and distributing systems, road, rail, air and water companies, characterized by large investments because their optimum scale is huge. They are natural monopolies whose prices, profits and efficiency are not subject to competitive checks, and they provide essential services to industries and constituents. The operations of public utilities are granted through special laws or ordinances.
- (s) *Rental* means the value of the consideration, whether in money, or otherwise, given for the enjoyment or use of a thing.
- (t) *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;

- (u) *Revenue* includes taxes, fees and charges that a state or its political subdivision collects and receives into the treasury for public purposes.
- (v) *Shopping Centers* refers to business establishments which may include groceries, appliances. Refrigerated or non-perishable goods, amusement activities, movie houses, fitness centers, clothing apparels, home furnishing, etc. housed in one building or several buildings. It may be operated by one person or by difference persons renting spaces in the complex.
- (w) *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.
- (x) *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.
- (y) *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 styropor 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 include 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:

<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year</b>	<b>Amount of Tax per Annum</b>
Less than 10,000.00	231.00
10,000.00 or more but less than 15,000.00	308.00
15,000.00 or more but less than 20,000.00	422.80
20,000.00 or more but less than 30,000.00	616.00
30,000.00 or more but less than 40,000.00	924.00
40,000.00 or more but less than 50,000.00	1,155.00
50,000.00 or more but less than 75,000.00	1,848.00
75,000.00 or more but less than 100,000.00	2,310.00
100,000.00 or more but less than 150,000.00	3,080.00
150,000.00 or more but less than 200,000.00	3,850.00
200,000.00 or more but less than 300,000.00	5,390.00
300,000.00 or more but less than 500,000.00	7,700.00
500,000.00 or more but less than 750,000.00	11,200.00
750,000.00 or more but less than 1,000,000.00	14,000.00
1,000,000.00 or more but less than 2,000,000.00	19,250.00
2,000,000.00 or more but less than 3,000,000.00	23,100.00
3,000,000.00 or more but less than 4,000,000.00	27,720.00
4,000,000.00 or more but less than 5,000,000.00	32,340.00
5,000,000.00 or more but less than 6,500,000.00	34,125.00
6,500,000.00 or more	At a rate of fifty two and 50/100 percent (52.50%) 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:

<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year</b>	<b>Amount of Tax per Annum</b>
Less than 1,000.00	25.20
1,000.00 or more but less than 2,000.00	46.20
2,000.00 or more but less than 3,000.00	70.00
3,000.00 or more but less than 4,000.00	100.80
4,000.00 or more but less than 5,000.00	140.00
5,000.00 or more but less than 6,000.00	169.40
6,000.00 or more but less than 7,000.00	200.20
7,000.00 or more but less than 8,000.00	231.00
8,000.00 or more but less than 10,000.00	261.80
10,000.00 or more but less than 15,000.00	308.00
15,000.00 or more but less than 20,000.00	385.00
20,000.00 or more but less than 30,000.00	462.00
30,000.00 or more but less than 40,000.00	616.00

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
40,000.00 or more but less than 50,000.00	924.00
50,000.00 or more but less than 75,000.00	1,386.00
75,000.00 or more but less than 100,000.00	1,848.00
100,000.00 or more but less than 150,000.00	2,618.00
150,000.00 or more but less than 200,000.00	3,388.00
200,000.00 or more but less than 300,000.00	4,620.00
300,000.00 or more but less than 500,000.00	6,160.00
500,000.00 or more but less than 750,000.00	9,240.00
750,000.00 or more but less than 1,000,000.00	12,320.00
1,000,000.00 or more but less than 2,000,000.00	14,000.00
2,000,000.00 or more	at a rate of seventy percent (70%) 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 of one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Section:

- (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 rate of one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Section.

(d) On retailers.

Amount of Gross Sales/ Receipts For the Preceding Calendar Year	Amount of Tax per Annum
P400,000.00 or less	2.7%
More than P400,000.00	1.3%

The rate of two and seven tenths percent (2.7%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one and three tenths percent (1.3%) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P400,000.00).

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 (₱ 30,000.00) subject to existing laws and regulations.

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

<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year</b>	<b>Amount of Tax per Annum</b>
Less than 5,000.00	38.50
5,000.00 or more but less than 10,000.00	86.24
10,000.00 or more but less than 15,000.00	146.30
15,000.00 or more but less than 20,000.00	231.00
20,000.00 or more but less than 30,000.00	385.00
30,000.00 or more but less than 40,000.00	539.00
40,000.00 or more but less than 50,000.00	770.00
50,000.00 or more but less than 75,000.00	1,232.00
75,000.00 or more but less than 100,000.00	1,848.00
100,000.00 or more but less than 150,000.00	2,772.00
150,000.00 or more but less than 200,000.00	3,696.00
200,000.00 or more but less than 250,000.00	5,082.00
250,000.00 or more but less than 300,000.00	6,468.00
300,000.00 or more but less than 400,000.00	8,624.00
400,000.00 or more but less than 500,000.00	11,550.00
500,000.00 or more but less than 750,000.00	12,950.00
750,000.00 or more but less than 1,000,000.00	14,350.00
1,000,000.00 or more but less than 2,000,000.00	16,100.00
2,000,000.00 or more	at a rate of seventy percent (70%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of ₱ 2,000,000.00 or more be less than ₱ 16,100.00.

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 instalments 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 businesses hereunder enumerated, the graduated tax rates are hereby imposed:

1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, *carinderias* or food caterers;

2. 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.
3. Commission agents
4. Lessors, dealers, brokers of real estate;
5. On travel agencies and travel agents
6. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums
7. Subdivision owners/ Private Cemeteries and Memorial Parks
8. Privately-owned markets;
9. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
10. Operators of Cable Network System
11. Operators of computer services establishment
14. General consultancy services
15. All other similar activities consisting essentially of the sales of services for a fee.

<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year</b>	<b>Amount of Tax per Annum</b>
Less than 5,000.00	38.50
5,000.00 or more but less than 10,000.00	86.24
10,000.00 or more but less than 15,000.00	146.30
15,000.00 or more but less than 20,000.00	231.00
20,000.00 or more but less than 30,000.00	385.00
30,000.00 or more but less than 40,000.00	539.00
40,000.00 or more but less than 50,000.00	770.00
50,000.00 or more but less than 75,000.00	1,232.00
75,000.00 or more but less than 100,000.00	1,848.00
100,000.00 or more but less than 150,000.00	2,772.00
150,000.00 or more but less than 200,000.00	3,696.00
200,000.00 or more but less than 250,000.00	5,082.00
250,000.00 or more but less than 300,000.00	6,468.00
300,000.00 or more but less than 400,000.00	8,624.00
400,000.00 or more but less than 500,000.00	11,550.00
500,000.00 or more but less than 750,000.00	12,950.00
750,000.00 or more but less than 1,000,000.00	14,350.00

<u>Amount of Gross Sales/Receipts For the Preceding Calendar Year</u>	<u>Amount of Tax per Annum</u>
1,000,000.00 or more but less than 2,000,000.00	16,100.00
2,000,000.00 or more	at a rate of seventy percent (70%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of ₱ 2,000,000.00 or more be less than ₱ 16,100.00.

(h) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of ₱ 50.00 per peddler 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 peddler's 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.

**Section 2A.03. 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 B. Tax on Mobile Traders**

**Section 2B.01. Definition.** – When used in this Article

**A Mobile Trader** is a person, who either for himself or commission, travels from place to place and sells his goods or sells and offers to deliver the same, **using a vehicle**. Subsumed in this definition are **rolling stores**, portable **stores**, and similar arrangements.

**Section 2B.02. Imposition of Tax.** – There is hereby imposed an annual tax at the rate of one percent (1%) on the gross receipts of Mobile Traders.

**Section 2B.03. Time of Payment.** – The tax shall be paid upon the issuance of the Mayor's Permit to do business in the Municipality.

**Section 2B.04. Administrative Provisions.** –

(a) The Municipal Treasurer shall determine the taxable gross receipts by applying the Presumptive Income Level Technique provided in this Code, and thereafter assess and collect the tax due.

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

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

<u>Type of Amusement</u>	<u>Amount of Fee</u>
1. Circus, carnivals, or the like per day	₱ 200.00

2. Merry-Go-Round, roller coaster, ferris wheel, swing, shooting gallery and other similar contrivances per day	₱ 200.00
3. Sports contest/exhibitions per day	₱ 200.00
4. Other similar contrivances	₱ 200.00

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

#### **Article D. Tax on Forest Concessions and Forest Products**

**Section 2D.01. Definitions.** - When used in this Section

- (a) *Forest Products* means timber, pulp-wood/chipwood, 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 2D.02. Imposition of Tax.** - There is hereby imposed a tax on forest concessions and forest products at a rate of two percent (2%) of the annual gross receipts of the concessionaire during the preceding year.

**Section 2D.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 E. Situs of Tax**

**Section 2E.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 Municipality 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 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 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 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 Municipality where the principal office is located and seventy percent (70%) of all sales recorded in the principal office shall be taxable by the 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 Municipality where the factory is located; and
  - Forty percent (40%) to the 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 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 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 the products withdrawn by route trucks from the branch, sales office or warehouse located herein but sold in another locality.

## **Article F. Payment of Business Taxes**

### **Section 2F.01. Payment of Business Taxes. -**

- (a) The taxes imposed under Chapter II 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 Chapter II 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 Chapter II 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 2F.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 2F.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. The *Sanggunian* 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.

**Section 2F.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 therefor 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 Twenty Pesos (₱ 120.00).
- (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 II 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 therefor.
- (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 G. Presumptive Income Level**

**Section 2G.01. 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 2G.02.** The Presumptive Income Level (PIL) of gross receipts shall be used to validate the gross receipts declared by taxpayers and/or for establishing the taxable gross receipts where no valid data is otherwise available.

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

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

**Section 3A.01. Mayor's Permit.** - All persons are required to obtain a Mayor's Permit for the privilege of conducting business within the municipality.

**Section 3A.02. 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 categories of business sizes are here by adopted:

Enterprise Scale	Asset Limit	Workforce
Micro-Industry	₱ 30,001.00 to ₱ 500,000.00	1-10
Small-scale Industries	₱ 500,001.00 to ₱ 5M	11-99
Medium-scale Industries	₱ 5,000,001.00 to ₱ 20M	100-199
Large-scale Industries	Above ₱ 20M	200 or more

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

Classification/Category	Rate of Fee/Per Annum
<b>1. On Manufacturers/Importers/Producers</b>	
Micro-Industry	₱ 500.00
Small-scale Industries	2,000.00
Medium-Scale Industries	3,000.00
Large-Scale Industries	5,000.00
<b>2. On Banks</b>	
Rural, Thrift and Savings Banks	₱ 3,500.00
Commercial, Industrial and Development Banks	6,500.00
Universal Banks	8,500.00
<b>3. On Other Financial Institutions</b>	
Small	₱ 5,000.00
Medium	7,000.00
Large	9,000.00
<b>4. On Contractors/Service Establishments</b>	
Micro-Industry	₱ 1,500.00
Small-scale Industries	2,500.00
Medium-Scale Industries	3,000.00
Large-Scale Industries	4,000.00
<b>5. On Wholesalers/Retailers/Dealers or Distributors</b>	
Micro-Industry	₱ 500.00
Small-scale Industries	2,000.00
Medium-Scale Industries	2,500.00
Large-Scale Industries	4,000.00
<b>6. On Trans-loading Operations</b>	
Medium	₱ 4,000.00
Large	6,500.00

Classification/Category	Rate of Fee/Per Annum
<b>7. On operator 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 franchise:</b>	
Air-conditioned Buses	₱ 2,000.00 per unit
Buses without Air Conditioning	1,500.00 per unit
"Mini" Buses	1,000.00 per unit
Jeepneys/Fieras/Tamaraws	300.00 per unit
PUV (VAN)	1,000.00 per unit
<b>8. Other Businesses</b>	
Micro-Industry	₱ 600.00
Small-scale Industries	2,000.00
Medium-Scale Industries	2,500.00
Large-Scale Industries	3,500.00
<b>9. Cell Sites and other Communication Equipment Sites</b>	₱ 20,000.00

**Section 3A.03. 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.

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.04. Administrative Provisions. -**

- (a) **Supervision and control over establishments and places.** The Municipal Mayor shall supervise and regulate all establishments and places where business is conducted. He shall prescribe rules and regulations as may be necessary to maintain peaceful, healthy, and sanitary conditions in the municipality.
- (b) **Application for Mayor's Permit:** 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. Department of Trade and Industry (DTI) Registration Certificate with Approved Application Forms, in case of single proprietorship
- c. Updated Securities and Exchange Commission (SEC) Registration and Articles of Incorporation and By-Laws, in case of partnership or corporation
- d. A certificate attesting to the tax exemption if the business is exempt
- e. Zoning Certification and/or Locational Clearance that the location of the new business is in accordance with zoning regulations
- f. Tax clearance showing that the applicant has paid his tax obligations to the municipality
- g. *Barangay* clearance/proof of filing (in case of non-issuance of *barangay* clearance within seven (7) working days from date of filing a Mayor's Permit may be issued to the applicant or if corporation NBI/Police Clearance of incorporators
- h. 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
- i. Health certificate for all food handlers, and those required under Chapter IV, Art. D of this Revenue Code
- j. Community Tax Certificate
- k. Contract of Lease, if leasing
- l. Indorsement from *Barangay*

2. For renewal of existing business permits

- a. Previous year's Mayor's permit
- b. Copies of the annual or quarterly tax payments
- c. Copies of all receipts showing payment of all regulatory fees as provided for in this Code
- d. Audited Financial Statement prescribed by the Bureau of Internal Revenue for the next preceding year
- e. BIR Registration Certificate
- f. Declaration of previous year's gross sales/receipts
- g. *Barangay* clearance/proof of filing (in case of non-issuance of *barangay* clearance within seven (7) working days from date of filing a Mayor's Permit may be issued to the applicant or if corporation NBI/Police Clearance of incorporators

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. 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 not be issued to:

- (1) Any person who previously violated an ordinance or regulation governing permits granted;



- (2) Any person whose business establishment or undertaking does not conform with zoning regulations, and safety, health and other requirements of the municipality;
- (3) Any person who has unsettled tax obligation, debt or other liability to the government;
- (4) Any person 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.

Issuance of Mayor's Permit does not mean waiver of requirements established under appropriate national and local laws.

- (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.

- (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. It shall have a continuing validity only upon renewal thereof and payment of the corresponding fee.
- (f) **Revocation of Permit.** The Mayor's Permit may be revoked any of the following grounds:
1. When a person doing business under the provisions of this Revenue Code violates any of its provisions
  2. When the person refuses to pay an indebtedness or liability to the municipality

3. When the person abuses his privilege to do business to the injury of the public moral or peace; or
4. 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.
5. 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 may be imposed by the Court for violation of any provision of this Ordinance governing the establishment and maintenance of business, and to prohibit the exercise of the by the person whose privilege is revoked, until restore by the Sangguniang Bayan.

**Section 3A.05. Rules and Regulations on Certain Establishments. -**

- (a) On restaurants, cafes, cafeterias, *carinderias*, eateries, food caterers, ice cream and other refreshment parlors, soda fountain bars, 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 (6) months.
- (b) 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.
- (c) 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.

**Article B. Fees for Sealing and Licensing of Weights and Measures**

**Section 3B.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 3B.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 3B.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 therefor to the Municipal Treasurer the following fees:

<b>Kinds Of Sealing And Weighing Instruments</b>	<b>Amount Of Fee</b>
(a) For sealing linear metric measures:	
• Not over one (1) meter	₱ 100.00
• Measure over one (1) meter	200.00

(b) For sealing metric measures of capacity:	
• Not over ten (10) liters	₱100.00
• Over ten (10) liters	200.00
(c) For sealing metric instruments of weights:	
• With capacity of not more than 30 kgs.	₱ 75.00
• With capacity of more than 30 kgs. But not more than 300 kgs.	150.00
• With capacity of more than 300 kgs/ but not more than 3,000 kgs.	250.00
• With capacity of more than 3,000 kgs.	300.00
(d) For sealing apothecary balances of precision	₱ 300.00
(e) For sealing scale or balance with complete set of weights	
• For each scale or balance or other balance with complete set of weights for use therewith	₱ 100.00
• For each extra weight	50.00
(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, and addition service charge shall be collected.	₱ 150.00

**Section 3B.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 therefor 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 3B.05. Place of Payment.** – The fees herein levied shall be paid at the local treasury office of the municipality where the business is operating. 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 3B.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.
- (b) Dealers of weights and measures instruments intended for sale.

**Section 3B.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 Municipal Auditor or his representative.

### **Section 3B.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;

- g) 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 therefor 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;
- i) for any person to knowingly use any false scale, balance, weight or measure, whether sealed or not;
- j) for any person to fraudulently give short weight or measure in the making of a scale;
- k) 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
- l) 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 3B.09. Penalties. -**

- (a) Any person who shall violate the provisions of paragraphs (a) to (f) and paragraph (l) of Section 3B.08 shall, upon conviction, be subject to a fine of not less than Two hundred pesos (₱ 200.00) but not more than Two thousand five hundred pesos (₱ 2,500.00) or by imprisonment of not more than six (6) months, or both, upon the discretion of the court.
- (b) Any person who shall violate the provisions of paragraph of (g) of Section 3B.08 for the first time shall be subject to fine of not less than Five hundred pesos (₱ 500.00) or by imprisonment of not less than one (1) month but not more than six (6) months, 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 3B.08 shall, upon conviction, be subject to a fine of not less than Three hundred pesos (₱ 300.00) or imprisonment not exceeding six (6) months, or both, upon the discretion of the court..

## **Article C. Building Permit Fees**

**Section 3C.01. Imposition of Fee. -** There shall be collected from each applicant for a building permit fees pursuant to IRR of National Building Code of the Philippines (PD 1096) published on October 2004.

**Section 3C.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 Mayor.

**Section 3C.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 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.

General drawing showing:

1. Floor and roof plans
2. Foundation and footing plans
3. Transferee and longitudinal plan
4. Elevation
5. Framing plans showing complete forming of the building or structure
6. Isometric view of plumbing layout
7. Electrical layout, and
8. Detail of structure and architectural parts.

**Section 3C.04. Penalty.** Any violation of the provision of this article shall be punished by a fine of not more than Two Thousand Five Hundred Pesos (P2,500.00) or imprisonment of not more than (6) 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 D. Permit Fee for Inspection and Verification of Subdivision**

**Section 3D.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 HLURB, as follows:

**1. Subdivision and Condominium Projects (Under P. D. 957)**

A. Subdivision Projects	
I. Approval of Subdivision plans (including townhouse)	
1. Preliminary Approval and location Clearance (PALC) / Preliminary Subdivision Development Plan (PSDP)	
Processing Fee	P360/ha. Or a fraction thereof
Inspection Fee	P1, 500/ha. Regardless of density
2. Final Approval and Development	

Permit	
Processing Fee	P2, 880/ha. Regardless of density
Additional Fee on Floor Area of housing component	P3.00/sq. m.
Inspection Fee	P1, 500/ha. Regardless of density
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
II. Certificate of Registration Processing Fee	
Processing Fee	P2,880
III. License to Sell	
Processing Fee	P216/saleable lot
Additional Fee on Floor Area of housing component	P14.4/sq. m.
Inspection Fee	P1, 500/ha. Regardless of density
IV. Certificate of Completion	
Certificate Fee	P216
Processing Fee	
Inspection Fee	P1, 500/ha. Regardless of density
V. Extension of Time to Develop	
Processing Fee	P504
Additional Fee (unfinished area for development)	P14.40 sq. m.
Inspection Fee	P1, 500/ha. Regardless of density
*Application for CR/LS with DP issued by LGU shall be charge inspection fee	
B. Condominium Project	
I. Approval of Condominium Plans/Final Approval and Development permit	
1. Preliminary Approval and Locational Clearance	
2. Final Approval/ Development Permit	
Processing	P720
a. Land Area	P7.20/sq. m.
b. No. of Floors	P288/floor
c. Building Areas	P23.05/sq. m. of GFA
Inspection Fee *	P1, 500/ha
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
4. Conversion (affected areas only)	-do-
II. Certificate of Registration	
Processing Fee	P2,880
III. License to Sell	
a. Residential	P17.30/sq. m. of saleable area
b. Commercial	P36/sq. m. saleable area
Inspection Fee	P1, 500/ha
IV. Extension of Time to Develop	
Processing Fee	P504
Additional Fee (unfinished floor area for development)	P17.30/sq. m.

Inspection Fee	P1, 500/ha
V. Certificate of Completion	
Certificate Fee	P216
Processing Fee	P3.60/sq.m. of GFA
Inspection Fee	P1, 500/floor

## 2. Subdivision And Condominium Projects (Under B. P. 220)

A. Subdivision Projects	
I. Approval of Subdivision projects	
1. Preliminary Approval and Locational Clearance	
Processing Fee	
a. Socialized Housing	P90/ha
b. Economic Housing	P216/ha
Inspection Fee	
a. Socialized Housing	P1,500/ha
b. Economic Housing	P1,500/ha
2. Final Approval and Development Permit	
Processing Fee	
a. Socialized Housing	P600/ha
b. Economic Housing	P1, 440/ha
Inspection Fee	
c. Socialized Housing	P1, 500/ha
d. Economic Housing	P1, 500/ha
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
4. Building Permit (floor area of housing unit)	P7.20/sq. m.
II. Certificate of Registration	
Processing Fee	
a. Socialized Housing	P420
b. Economic Housing	P720
III. License to sell (per saleable lot)	
Processing Fee	
a. Socialized Housing	P24/saleable lot
b. Economic Housing	P72/saleable lot
Additional fee on floor area of housing component	P3.00/sq. m.
Inspection Fee *	
a. Socialized Housing	P1, 500/ha
b. Economic Housing	P1, 500/ha
IV. Extension of Time to Develop	
Processing Fee	
a. Socialized Housing	P420
b. Economic Housing	P504
Additional Fee (unfinished area for development)	P2.88/sq. m.



Inspection Fee	
a. Socialized Housing	P1, 500/ha
b. Economic Housing	P1, 500/ha
V. Certificate of Completion	
Certificate Fee	P180
a. Socialized Housing	P216
b. Economic Housing	
Processing Fee	
a. Socialized Housing	
b. Economic Housing	
Inspection Fee	P1, 500/ha
VI. Occupancy Permit	
Processing Fee	
a. Socialized Housing	P6/sq. m.
b. Economic Housing	P7.20/sq. m.
Inspection Fee (saleable floor area of housing component)	
c. Socialized Housing	P1, 500/ha
d. Economic Housing	P1, 500/ha
B. Condominium Projects	
I. Approval of Condominium Plans	
1. Preliminary Approval and Locational Clearance	P720
2. Final Approval and Development Permit	
Processing Fee	P7.20/sq. m.
a. Total Land Area	P144/floor
b. No. of Floors	P5.80/sq. m. of GFA
c. Building Area	
Inspection Fee	P1, 500/ha
Inspection Fee	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
II. Certificate of Registration	P720
III. License to Sell	
a. Residential	P7.20/sq. m. of saleable area
a. Commercial	P10.65/sq. m. saleable area
Inspection	P1, 500/ha
IV. Extension of Time to Develop	
Processing	P3.00/sq. m.
Inspection Fee (unfinished area for development)	P1, 500/floor
V. Certificate of Completion	
Certificate Fee	P216
Processing Fee	
Inspection Fee	P1,500/floor

### 3. Industrial/Commercial Subdivision

I. Approval of Industrial/Commercial Subdivision	
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1. Preliminary Approval and Locational Clearance	
Processing Fee	P432/ha
Inspection Fee	P1, 500/ha
2. Final Approval and Development Permit	
Processing	P720/ha
Inspection	P1, 500/ha
(projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
II. Certificate of Registration	P2,880
III. License to Sell	
Processing Fee	P3.00/sq. m. of land area.
Inspection Fee *	P1,500/ha
IV. Extension of Time to Develop	
Processing Fee	P504
Additional Fee (unfinished area for development)	P14.40 sq. m.
Inspection Fee	1, 500/ha
V. Certificate of Completion	
Certificate Fee	P216
Processing Fee	
a. Industrial	P504
b. Commercial	P720
Inspection Fee *	P1, 500/ha

#### 4. Farmlot Subdivision

I. Approval of Farmlot Subdivision	
1. Preliminary Approval and Locational Clearance	
Processing Fee	P288/ha
Inspection Fee	P1,500/ha
2. Final Approval and Development Permit	
Processing Fee	P1, 440/ha
Inspection Fee	P1, 500/ha
(Projects already inspected for PALC application may not be charged inspection fee)	
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
II. Certificate of Registration	P2, 880
III. License to Sell	

Processing Fee	P720/lot
Inspection Fee	P1, 500/ha
IV. Extension of Time to Develop	
Processing Fee	P504
Additional Fee on Floor Area of housing component and other development	P14.40 sq. m.
Inspection Fee	P1, 500/ha
V. Certificate of Completion	
Certificate Fee	P216
Processing Fee	
Inspection Fee	P1, 500/ha

## 5. MEMORIAL PARK/Cemetery Project/Columbarium

I. Approval of Memorial park/Cemetery project/Columbarium	
1. Preliminary Approval and Locational Clearance	
a. Memorial Project	P720/ha
b. Cemeteries	P288/ha
c. Columbarium	P3,600/ha
Inspection Fee	
a. Memorial Project	P1, 500/ha
b. Cemeteries	P1, 500/ha
c. Columbarium	P1, 500/ha
2. Final Approval and Development Permit	
a. Memorial Project	P3.00/sq. m.
b. Cemeteries	P1.50/sq. m.
c. Columbarium	P7.20/sq. m. of land area P3.00/floor P23.05/sq. m. of GFA
Inspection Fee	
(Projects already inspected for PALC application may not be charged inspection fee)	
a. Memorial Project	P1, 500/ha
b. Cemeteries	P1, 500/ha
c. Columbarium	P1, 500/ha
3. Alteration of Fee	Same as Final Approval/Development Permit
II. Certificate of Registration	P2, 880
III. License to Sell	
Processing Fee	
a. Memorial Project -Apartment Type	P72/2.5 sq. m. P28.90/unit
b. Cemeteries	P28.80/tomb
c. Columbarium	P72.00/vault
Inspection Fee	
a. Memorial Project	P1, 500/ha
b. Cemeteries	P1, 500/ha

c. Columbarium	P1, 500/floor
IV. Extension of Time to Develop	
Processing Fee	P504
Additional Fee (unfinished area for development)	
a. Memorial Project	P1, 440
b. Cemeteries	P720/ha
c. Columbarium	P5.80/sq. m. of GFA
Inspection Fee	
a. Memorial Project	P1, 500/ha
b. Cemeteries	P1, 500/ha
c. Columbarium	P1, 500/floor
V. Certificate of Completion	
Certificate Fee	P216
Processing Fee	
a. Memorial Project	P1, 440
b. Cemeteries	P720/ha
c. Columbarium	P5.80/sq. m. of GFA
Processing Fee	
Inspection Fee	
a. Memorial Project	P1, 500/ha
b. Cemeteries	P1, 500/ha
c. Columbarium	P1, 500/floor

## 6. OTHER TRANSACTIONS/CERTIFICATE

A. Application/Request for:	
1. Advertisement Approval	P720
2. Cancellation/Reduction of Performance Bond	P2, 880
3. Lifting of Suspended License to Sell	P2, 880
4. Exemption from Cease and/Desist	P216
Order	
5. Clearance to Mortgage	P1, 440
6. Lifting of Cease and Desist Order	P2, 880
7. Change of Name/Ownership/Amendments of CRLS	P1, 440
8. Voluntary cancellation of CRLS	P1, 440
9. Revalidation/Renewal of Permit (Condominium)	P60% of current processing fee
B. Other Certifications	
1. Zoning Certification	P720/ha
2. Certification of Town Plan/Zoning Ordinance Approval	P216
3. Certification of New Rights/Sales	P216
4. Certificate of Registration (form)	P216
5. License to Sell	P216
6. Certificate of Creditable Withholding tax (maximum of 5 lots per certificate)	P216/lot or unit
7. Other, to include:	

a. Availability of records/public request	P288
b. Certificate of no record no file	P288
c. Certification of with or without CRLS	P288
d. Certified true copy of documents (report size)	
Document of five (5) pages or less	P43.20
Every additional page	P4.40
e. Photo copy of documents	P3.00
f. Other not listed above	P216

## 7. Registration of Dealer/Broker/Salesman

1. Dealers/Brokers	P720
2. Salesman/Agent	P288

## 8. Homeowners Association

1. Registration of HOA	
Examination/Registration	Regular HOAS    CMP HOAS
Articles of Incorporation	P940            780
By-Laws	P940            780
2. Stamping of Books	P50/book
3. Amendments	
Articles of Incorporation	P720
By-Laws	P720
4. Dissolution of Homeowners Association	P720
5. Certificate of the new set of Officers	P504
6. Other Certification	P216
Inspection Fee	P1, 500/ha
7. Research Fee	P50/docket

## 9. Legal Fees (Cmp Projects)

1. Filing Fee	P1,440
2. Additional Fee for claims (for refund, damages, attorney's fee, etc.)	
1. Not more than P200,000	P173
2. More than P200,00 but less than P80,000	P576
3. P80,000 or more but less than P150,000	P864
4. P100,000 or more but less than P150,000	P1, 440
5. For each P1,000 in excess of P150,000	P7.20
3. Motion for reconsideration	P600

4. Petition of review	P2, 880
5. Prayer for Cease and Desist Order	P1, 200
6. Pauper-litigants are exempt from payment of legal fees	
1. Those who gross income is not more than P6,000 per month and residing within M.M.	
2. Those who gross income is not more than P4,000 per month and residing within M.M.	
3. Those who do not own real property	
7. Government agencies and its instrumentalities are exempted from paying Legal fees	
8. Local government and government owned or controlled corporation with or without independent charters are not exempted paying legal fees.	

### 10. 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 charged but shall in No Case Be Lower than P12.00	Covered by MEMORANDUM CIRCULAR NO. 18 Series of 2013 (October 2, 2013)

In addition, subdivision owner shall pay an annual fee of Two Hundred Pesos (₱ 200.00) 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.

Final Permit for Inspection:

1) For the first twenty (20) linear meters	P 250.00
2) For every meter in excess of linear meters	P 150.00
3) Streets:	
a. For the first square meter	P 250.00
b. For every sq. m. in excess of 20 sq. m.	P 150.00
4) Reinforced concrete culvert for every meter	P 150.00
5) Bridge	P 150.00

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 3D.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 3D.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 E. Permit Fee for Zoning/Locational Clearance

**Section 3E.01. Imposition of Fee.** - There shall be collected a Mayor's Permit Fee for Zoning/Locational Clearance for all structures a constructed in this municipality in accordance with prescribed HLURB rates.

A. Single residential structure attached or detached	Locational Clearance Fee	Inspection Fee	Processing Fee
1. P100,000 and below	P288	P500.00	P 200.00
2. Over P100,00 to P500,00	P576		
3. Over P500,000	P720+(1/10 of excess of P500,000)		
B. Apartment Townhouses	Locational Clearance Fee	Inspection Fee	Processing Fee
1. P500,000 and below	P1,440	P500.00	P300.00
2. Over P500,000 to 2 Million	P2,160		
3. Over 2 Million	P3, 600 + (1/10 of 1% of cost in excess of P2. M regardless of the number of floors		
C. Dormitories	Locational Clearance Fee	Inspection Fee	Processing Fee
1.P2 Million and below	P3,600	P 300.00/room	P500.00
2. Over 2 Million	P3, 600 + (1/10 of 1% of cost in excess of P2. M regardless of the number of floors		
D. Institutional	Locational Clearance Fee	Inspection Fee	Processing Fee
1. Below P2 Million	P2,800	P300.00/floor (+ P30.00 per sqm in excess of 300 sqm)	P 500.00
2. Over 2 Million	P2, 800 + (1/10 of 1% of cost in excess of P2. M		
E. Commercial, Industrial and Agro-Industrial Project Cost of which is:	Locational Clearance Fee	Inspection Fee	Processing Fee
1. Below P100,000	P1,440	P500.00 per 100 sqm (+ P 50.00 per sqm in excess of 5 Million)	P500.00
2. Over P100,000-P500,000	P2,160		

3. Over P500,000- P 1 Million	P2,880		
4. Over P1 Million- P5 Million	P4,320		
5. Over P5 Million	P7,200+ (1/10 of 1% of cost in excess of P5.M		
F. Special uses/Special Projects	Locational Clearance Fee	Inspection Fee	Processing Fee
1. Below P2 Million	P7,200+ (1/10 of 1% of cost in excess of P2.M	P 500.00 per 100 sqm (+ P50.00 per sqm in excess of 100 sqm)	P 500.00
2. Over P2 Million	P7,200+ (1/10 of 1% of cost in excess of P2.M		
G. Temporary Use Permit/Business Permit	Locational Clearance Fee		
Sari-sari store 4sqm-20sqm 20sqm-above	P 500.00 P 500.00 + P30.00/sqm in excess of 20 sqm		
Commercial Establishments	P1,000.00 + P 10.00/sqm in excess of 100 sqm		
Industrial Establishments	P 2,000.00+ P 15.00/sqm in excess of 100 sqm		
H. Alteration/ Expansion (affected areas/ cost only)	Same as the original		

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

**Section 3E.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/locational clearance such as:

FOR VIOLATION OF TPZ AND ULRZ / APD LAWS, RULES AND REGULATIONS.  
Failure to secure Locational Clearance prior to the start of the project.

Project Type	CONFORMITY WITH THE LAND USE			NON-CONFORMITY WITH THE LAND USE		
	Minimum	Medium	Maximum	Minimum	Medium	Maximum
Industrial	P1,000- 2,500	P 2,501- 4,000	P4,001- 5,500	P2,501- 4,000	P4,001- 7,000	P7,001- 10,000
Agro- Industrial	P750- 2,000	P2,001- 3,500	P3,501- 5,000	P2,001- 4,000	P4,001- 7,000	P7,001- 10,000
Agricultural	P700- 1,500	P1,501- 3,000	P3,001- 4,500	P1,501- 3,000	P3,001- 6,000	P6,001- 9,000
Commerci- al	P700- 1,500	P1,501- 3,000	P3,001- 4,500	P1,501- 3,000	P3,001- 6,000	P6,001- 9,000
Institutional	P600- 1,200	P1,201- 2,400	P2,401- 3,500	P1,201- 2,400	P2,401- 5,000	P5,001- 7,000
Residential	P500- 1,000	P1,001- 1,500	P1,501- 2,000	P1,001- 7,000	P2,001- 3,000	P3,001- 4,000



Special Project	P1,000-3,500	P3,501-6,500	P6,501-10,000			
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Violation of the terms and conditions of clearance and all other non-compliance with the requirements for locational clearance.

All Project Type	CONFORMITY WITH THE LAND USE			NON-CONFORMITY WITH THE LAND USE		
	Minimum	Medium	Maximum	Minimum	Medium	Maximum
	P500.00-2,000.00	P2,001.00-3,500.00	P3,501.00-5,000.00	P500.00-2,000.00	P2,001.00-3,500.00	P3,501.00-5,000.00

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

In the absence of any mitigating or aggravating circumstances the “Medium Range” of Penalties shall apply;

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 circumstance.

### **Article F. Permit Fees for Tricycle Operation**

**Section 3F.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 3F.02. Imposition of Fees.** - There shall be collected an annual fee in the amount of One Hundred Pesos (P100.00 for the operation of tricycle-for-hire per unit).

**Other fees on tricycle operations:**

Particular	Amount of Fee
1. Legalization (Per Unit)	₱ 100.00
2. Mayor's Permit	100.00
3. Filing fee for amendment of MTO	250.00

### **Section 3F.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 MTOP based on the number of units.
- (c) Filing fee for amendment of MTOP shall be paid upon application for transfer to another zone, change of ownership of unit or transfer of MTOP.

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

- (a) Prospective operators of tricycles should first secure a Motorized Tricycle Operator's permit (MTOP) from the Sangguniang .
- (b) The Sangguniang of this municipality shall:
  - 1. Issue, amend, revise, renew, suspend, or cancel MTOP and prescribe the appropriate terms and conditions therefor; 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 form 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 ;
  - 6. Tricycle operators are prohibited to operate on national highways utilized by 4-wheel vehicles greater than four (4) tons and where normal speed exceeds forty (40) KPH. The *Sangguniang Bayan* may provide exceptions if there is no alternative route.
  - 7. Tricycles-for-hire shall be allowed to operate like a taxi service, i.e., service is rendered upon demand and without a fixed route within a zone.
- (c) The *Sangguniang* 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 Ten Pesos (₱10.00) plus fifty centavos (₱ 0.50) 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) 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 G. Permit Fee for Cockpits Owners/Operators/Licensees/  
Promoters and Cockpit Personnel**

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

Particular	Amount Of Fee
(a) For the owner/operator/licensee of the cockpit:	
1. Application filing fee	₱ 2,500.00
2. Annual cockpit permit fee	₱ 10,000.00

(b) From cockpit personnel:	
1. Promoters/hosts	₱ 2,500.00
2. Pit Manager	₱ 2,000.00
3. Referee	₱ 1,500.00
4. Bet taker/" <i>Kristo</i> "/" <i>Llamador</i> "	₱ 1,500.00
5. Bet Manager/" <i>Maciador</i> "/" <i>Kasador</i> "	₱ 2,000.00
6. Gaffer "Mananari"	₱ 1,500.00
7. Cashier	₱ 2,000.00
8. Derby Matchmaker	₱ 1,500.00

**Section 3G.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.
- (c) The permit fees on cockpit personnel shall be paid before they participate in a cockfight and shall be paid annually upon renewal of the permit on the birth month of the permittee.

**Section 3G.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, or gaffers 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 3G.05. Applicability Clause. -** The provision of PD 449, otherwise known as the Cockfighting Law of 1974, PD 1802 (Creating the Philippine Gamefowl 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 H. Special Permit Fee for Cockfighting**

**Section 3H.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 tupada," or its equivalent in different Philippine localities.
- (b) **Local Derby** – is an invitational cockfight participated in by gamecockers 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 gamecockers or cockfighting "aficionados" with "pot money" awarded to the proclaimed winning entry.

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

Kinds Of Cockfighting Events	Amount Of Fee
(a) Special cockfights( <i>Pintakasi</i> )	₱ 500.00
(b) Special Derby – Assessment for Promoters:	
Two-cock Derby	₱ 1,500.00
Three-cock Derby	₱ 2,000.00
Four-cock Derby	₱ 2,500.00
Five-cock Derby	₱ 3,500.00
(c) Ordinary	₱ 100.00
(d) Tax per fight for:	
Special Derby/Ulutan	₱ 300.00
Ordinary Cockfights	₱ 100.00

**Section 3H.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 3H.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 3H.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.

**Article I. Permit Fee on Occupation or Calling Not Requiring Government Examination**

**Section 3I.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 Per Annum</b>
(a) On employees and workers in generally considered “Offensive and Dangerous Business Establishments”	₱ 200.00
(b) On employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public	₱ 200.00
(c) On employees and Workers in food or eatery establishment	₱ 200.00
(d) On employees and workers in night or night and day establishment	₱ 200.00
(e) All occupation or calling subject to periodic inspection, surveillance and /or regulations by the Municipal Mayor, like animal trainer,	₱ 200.00

**Occupation Or Calling**

**Rate Of Fee Per Annum**

auctioneer, barber, bartender, beautician, bondsman, bookkeeper, butcher, blacksmith, carpenter, carver, chamber-maid, cook, criminologist, electrician, electronic technician, club/floor manager. Forensic electronic expert, fortune teller, hair stylist, handwriting expert, hospital attendant, lifeguard, magician, make-up artist, manicurist, masonry worker, masseur attendant mechanic, certified "hilot", painter, musician, pianist, photographer (itinerant), professional boxer, private ballistic expert, rig driver (*cochero*), taxi, dancer, stage-performer salesgirl, sculptor, waiter or waitress and welder

**Section 31.02. Exemption.** - All professionals who are subject to the Professional Tax imposition pursuant to Section 139 of the Local Government Code; and government employees are exempted from payment of this fee.

**Section 31.03. 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; hardwares; 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.
- (a) 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 salons; 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.
- (b) Employees and workers in food or eatery establishments such as but not limited to the following:
- (1) Employees and workers in canteen, *carinderia*, catering services, bakeries, ice cream or ice milk factories, refreshment parlor, restaurants, sari-sari stores, and soda fountains;
  - (2) Stallholders, employees and workers in public markets;
  - (3) Peddlers of cook or uncooked foods;
  - (4) All other food peddlers, including peddlers of seasonal merchandise.
- (c) 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.
- (d) 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 previous sections.

**Section 31.04. Time and Manner of Payment.** - The fees prescribed in this Article shall be paid to the Municipal Treasurer 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. Employer shall advance the fees to the Municipality for its employees.



**Section 3I.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 3I.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 J. Registration and Transfer Fees on Large Cattle.**

**Section 3J.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 3J.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>Particulars</u>	<u>Amount Of Fee</u>
1. For Certificate of Ownership	₱ 150.00
2. For Certificate of Transfer	₱ 150.00
3. For Certificate of Private Brand	₱ 250.00
4. For Registration Fee	₱ 100.00

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

**Section 3J.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 3J.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 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 3J.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 K. Fees on Impounding of Stray Animals**

**Section 3K.01. Definition. –** 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, Municipality, 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 3K.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>Astray Animals</u>	<u>Amount Of Fee</u>
1. Large Cattle	₱ 550.00
2. All other animals	₱ 350.00

**Section 3K.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 3K.04. Administrative Provisions.** –

- (a) For purposes of this Article, the *Barangay Tanods* of the Municipality are hereby authorized to apprehend and impound astray animals in the Municipal corral or a place duly designated for such purpose. He shall also cause the posting of notice of the impounded astray animal in the Municipal Hall for Ten (10) 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 impounding shall be sold at public auction under the following procedures:
  - 1. The Municipal Treasurer shall post notice for Five (5) days in Three (3) places including the main door of the Municipal Hall and the public markets. The animal shall be sold to the highest bidder. Within Two (2) days after the auction sale, the Municipal Treasurer shall make a report of the proceedings in writing to the Municipal Mayor.
  - 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 Ten (10) 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 3K.05. Penalty.** – Owners whose animals are caught astray and incurring damages to plants and properties shall pay the following fines:

<b>Offenses</b>	<b>Amount Of Fee</b>
1. First offense	₱ 500.00/day
2. Second offense	₱ 1,000.00/day
3. For the third offense and each subsequent offense	₱ 1,500.00/day

In addition to the fine, the owners shall pay the amount of damage incurred, if any, to the property owner.

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

**Section 3L.01. Imposition of Fees.** – There shall be collected an annual permit fee at the following rates for each agricultural machinery or heavy equipment rented out in this Municipality.

Kinds Of Machinery & Equipment	Rate Of Fee Per Annum
(a) Hand Tractors	₱ 800.00
(b) Tractors	₱ 1,000.00
(c) Bulldozer	₱ 3,000.00
(d) Forklift	₱ 3,000.00
(e) Graders	₱ 2,000.00
(f) Mechanized Threshers	₱ 1,000.00
(g) Road Rollers	₱ 3,000.00
(h) Payloader	₱ 3,000.00
(i) Backhoe	₱ 3,000.00
(j) Rock Crusher	₱ 3,000.00
(k) Crane	₱ 3,000.00
(l) Electric/Submersible Pump	₱ 500.00
(m) Pump and Engine Set(STW)	₱ 500.00
(n) Other agricultural machinery or heavy equipment not enumerated above	₱ 1,000.00

**Section 3L.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 3L.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 M. Permit and Inspection Fee on Machineries and Engines**

**Section 3M.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:

Kinds Of Machineries & Engines	Rate Of Fee Per Annum
a) Internal combustion engines	
1. 2Hp and below	₱ 200.00
2. 5HP and below but not lower than 2Hp	₱ 300.00
3. 10Hp and below but not lower than 5Hp	₱ 500.00
4. 14Hp and below but not lower than 10Hp	₱ 600.00
5. Above 14Hp	₱ 700.00
b) Other stationary engines or machines	
1. 3Hp and below	₱ 300.00
2. 5Hp and below but not lower than 3Hp	₱ 400.00
3. 10Hp and below but not lower than 5Hp	₱ 600.00
4. 14Hp and below but not lower than 10Hp	₱ 1,000.00
5. Above 14Hp	₱ 1,500.00
c. Electrical generators and other machine propelled by electric motors will be levied the same rates found in subsection (1).	

**Section 3M.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.

**Section 3M.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 N. Permit fee for the Storage of Flammable and Combustible Materials**

**Section 3N.01. Imposition of Fee.** – There shall be collected an annual permit fee for the storage of combustible materials at the rates as follows:

<b>Kinds Of Flammable And Combustible Materials</b>	<b>Rate Of Fee</b>
a. Storage of gasoline, diesel, fuel, kerosene and similar products	
1. 500 to 2,000 liters	₱ 2,000.00
2. 2,001 to 5,000 liters	₱ 3,000.00
3. 5,001 to 20,000 liters	₱ 4,000.00
4. 20,001 to 50,000 liters	₱ 5,000.00
5. 50,001 to 100,000 liters	₱ 6,000.00
6. Over 100,000 liters	₱ 10,000.00
b. Storage for coal deposits	
1. Below 100 tons	₱ 5,000.00
2. 100 tons or above	₱ 10,000.00
c. Storage for combustible, flammable or explosive substance not mentioned above	₱ 10,000.00

**Section 3N.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 3N.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 O. Permit Fee for Temporary Use of Roads, Streets, Sidewalk, Alleys, Patios, Plazas and Playgrounds**

**Section 3O.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:

<b>Purpose</b>		<b>Rate Of Fee</b>
1	For construction	₱ 1,000.00 / sq.m. per week or fraction thereof
2	Other purposes	₱ 1,000.00 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 30.02. Time of Payment.** – The fee shall be paid to the Municipal Treasurer upon application of the permit with the Municipal Mayor.

**Section 30.03. 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 P. Permit Fee for Excavation**

**Section 3P.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 public or private streets within this Municipality.

<b>Kinds Of Excavation</b>	<b>Amount Of Fee</b>
a. For crossing streets with concrete pavement	
1. For crossing concrete pavement (minimum area 2.00 x .600m., 12 sq. m.)	₱ 1,500.00
2. For crossing across base of streets with concrete pavement, per linear meter (boring method)	₱ 50.00
b. For crossing streets with asphalt pavement	
1. Minimum fee	₱ 1,000.00
2. Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.80m)	₱ 50.00
c. For crossing the streets with gravel pavement	
1. Minimum fee	₱ 500.00
2. Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.3m)	₱ 50.00
d. For crossing existing curbs and gutters resulting in damage	₱ 500.00

Kinds Of Excavation	Amount Of Fee
e. Additional fee for every fifteen (15) days of delay in excess of excavation period provided in the Mayor's permit	₱ 200.00

**Section 3P.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 Five Thousand Pesos (P5,000.00) 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 Ten (10) days after the purpose of the excavation is accomplished.

**Section 3P.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 Bolinao, Pangasinan 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 Q. Permit Fee on Circus and Other Parades**

**Section 3Q.01. Imposition of Fee.** –There shall be collected a Mayor's Permit Fee of Five Hundred Pesos (₱ 500.00) per day on every circus and other parades using banners, floats or musical instruments carried on in this Municipality.

**Section 3Q.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 Two (2) days before the scheduled date of the circus or parade and on such activity shall be held.

**Section 3Q.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 3Q.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 R. Permit Fee for the Conduct of Group Activities**

**Section 3R.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:

<b>Kinds Of Activity</b>	<b>Amount Of Fee</b>
1. Conference, meetings, rallies and demonstration in outdoor, in parks, plazas, roads/streets	₱ 500.00
2. Dances	₱ 500.00
3. Coronation and ball	₱ 500.00
4. Promotional sales	₱ 500.00
5. Other group activities	₱ 500.00

**Section 3R.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 3R.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 3R.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.

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

**Section 3S.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.

<b>Kinds Of Activity</b>	<b>Rate Of Fee Per Filming</b>
Commercial movies, Commercial advertisements and Documentary film	₱ 5,000.00 plus 500.00/day thereafter



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

**Section 3S.02. Time of Payment.** – The fee imposed herein shall be paid to the Municipal Treasurer upon application for the Mayor's Permit Two ( 2 ) days before location-filming is commenced.

#### 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>Types of Records and Documents</u>	<u>Amount Of Fee</u>
a.	For every page or fraction thereof typewritten (not including the certificate and notation) For each certificate of correctness (with seal of Office) written on the copy or attached thereto	₱ 120.00
b.		₱ 120.00
c.	For certifying the official act of the Municipal Judge or other judicial certificate with seal	₱ 120.00
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	₱ 120.00
e.	Photocopy or any other copy produced by copying machine per page	₱ 120.00

**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 (\*plus P30.00 DST):

**Civil Registry Services****Amount of Fees****A. Certification Fees**

1. Death:		
	Available	₱ 120.00
	Not Available	100.00
	Destroyed	100.00
2. Marriage:		
	Available	₱ 120.00
	Not Available	100.00
	Destroyed	100.00
3. Birth:		
	Available	₱ 120.00
	Not Available	100.00
	Destroyed	100.00

**B. Filing Fees:**

1. Petition for Correction of Entry in Day and Month in the Date of Birth and/or Sex	₱ 3,000.00
2. Petition for change of First Name	₱ 3,000.00
3. Petition for correction of Clerical Error (Birth, Death, Marriage Certificate)	₱ 1,000.00
4. Service Fee for Migrant Petition for correction of Clerical Error (Birth, Death, Marriage Certificate)	₱ 500.00
5. Service Fee for Migrant Petition for Change of First Name	₱ 1,000.00

**C. Marriage Fees:**

1. Application for Marriage License	₱ 300.00
2. Marriage License Fee	₱ 2.00
3. Pre-Marriage Counselling Fee	₱ 100.00
4. Pre-Marriage Orientation Fee	₱ 100.00
5. Marriage Solemnization Fee by Municipal Mayor	₱ 100.00
6. Sponsor's Fee of Marriage Solemnized by Municipal Mayor	₱100.00/Sponsor

**D. Registration of Court Order/Decree:**

1. Correction of Entries	₱ 250.00
2. Adoption	₱ 250.00
3. Annulment of Marriage	₱ 250.00
4. Declaration of Presumptive Death	₱ 250.00
5. Other Registrable Court Orders/Decrees	₱ 250.00

**E. Registration of Legal Instrument Fees:**

1. Legitimation	₱ 250.00
2. Affidavit of Acknowledgement/Admission of Paternity	₱ 250.00
3. Legal Capacity to Contract Marriage	₱ 250.00
4. Affidavit to Use Surname of Father (AUSF)	₱ 250.00
5. Other Registrable Legal Instruments	₱ 250.00

<b>Civil Registry Services</b>	<b>Amount of Fees</b>
<b>F. Other Fees:</b>	
1. Endorsement Fee to OCR of COLB, COD, COM, Court Order, AUSF, Supplemental Report, Legitimation	₱ 250.00
2. Processing Fee of Out-of-Town Registration	₱ 250.00
3. Processing of Supplemental Report in COLB, COM & COD	₱ 250.00
4. Processing Fee for Reconstructed Certificate of Marriage	₱ 250.00
5. Fee for Transfer Document to Another municipality/city, which was erroneously registered in Municipality of Bolinao	₱ 250.00
6. Issuance of Certificate of Finality	₱ 150.00
7. Issuance of Certified True/Photocopy	₱ 120.00
8. Socialized Fees (under Section 27 of RA No. 11222)	₱ 1,000.00
<b>G. Issuance of Certified Copy of any Document</b>	<b>₱ 120.00</b>
<b>H. BREQS Services Fee</b>	<b>₱ 120.00</b>
<b>I. Burial Fees</b>	
1. Burial Permit Fee	₱ 10.00
2. Transfer of Cadaver	₱ 150.00
3. Fee for Exhumation of Cadaver	₱ 150.00
4. Fee for Removal of Cadaver	₱ 150.00

**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, athletes, indigents (4P's), voters registration and first-time jobseekers.
- (c) Burial permit of a pauper, per recommendation of the Municipal Mayor.
- (d) Solemnization fee for indigent applicants for marriage license and marriage officiated by the Municipal Mayor under Article 34 of Family Code.

**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 Pre-Marriage Orientation and Counselling (PMOC) Team that they have undergone pre-marriage orientation and pre-marriage counselling.

## Article C. Police Clearance Fee

**Section 4C.01. Imposition Fee.** – There shall be paid for each police clearance certificate obtained from the Station Commander of the Philippine National Police of this Municipality as follows:

<u>Purpose Of Clearance</u>	<u>Amount Of Fee</u>
1. For employment, scholarship, study grant and other purposes not hereunder specified	₱ 120.00
2. For change of name	₱ 150.00
3. For application for Filipino Citizenship	₱ 450.00
4. For passport or Visa application	₱ 150.00
5. For firearms permit application	₱ 300.00
6. For PLEB clearance	₱ 120.00

**Section 4C.02. Time of Payment.** – The service fee provided under this Article shall be paid to the Municipal Treasurer upon application for police 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>Establishments</u>	<u>Amount of Fee</u>
1. For house for rent	₱ 350.00
2. For each business, industrial, or agricultural establishment	
- With an area of 25 sq. m. or more but less than 50 sq. m.	₱ 350.00
- With an area of 50 sq. m. or more but less than 100 sq. m.	₱ 450.00
- With an area of 100 sq. m. or more but less than 200 sq. m.	₱ 650.00
- With an area of 200 sq. m. or more but less than 500 sq. m.	₱ 2,000.00
- With an area of 500 sq. m. or more but less than 1,000 sq. m.	₱ 3,000.00
- With an area of 1,000 sq. m. or more but less than 3000 sq. m.	₱ 3,500.00
- With an area of 3,000 sq. m. or more	₱ 7,000.00

**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.

**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 Fee for Garbage Collection**

**Section 4E.01. Imposition of Fee.** – There shall be collected garbage fee from every owner or operator of a business establishment within the municipality accordance with the following schedule:

<u>Kind of Establishments</u>	<u>Amount of Fee</u> Per Month
1. Manufacturers, Millers, Assemblers, Processors and Similar Business	
a. Less than 5 sacks monthly	₱ 250.00
b. 5 sacks or more but less than 10 sacks monthly	₱ 300.00
c. 10 sacks or more	₱ 500.00
2. Hotels, Apartments, Motels and Lodging Houses	
a. Less than 5 sacks monthly	₱ 350.00
b. 5 sacks or more but less than 10 sacks monthly	₱ 500.00
c. 10 sacks or more	₱ 800.00
3. Restaurants, Day and Night Clubs, Cafes, and Eateries	
a. Less than 5 sacks monthly	₱ 350.00
b. 5 sacks or more but less than 10 sacks monthly	₱ 500.00
c. 10 sacks or more	₱ 800.00
4. Domestic Waste of Hospitals, clinics, laboratories and similar business establishments	
a. Less than 5 sacks monthly	₱ 250.00
b. 5 sacks or more but less than 10 sacks monthly	₱ 300.00
c. 10 sacks or more	₱ 500.00
5. Movie houses and Retailers	
a. Less than 5 sacks monthly	₱ 250.00
b. 5 sacks or more but less than 10 sacks monthly	₱ 300.00
c. 10 sacks or more	₱ 500.00
6. Other business not mentioned above	
a. Less than 5 sacks monthly	₱ 250.00
b. 5 sacks or more but less than 10 sacks monthly	₱ 300.00
c. 10 sacks or more	₱ 500.00
7. Special Hauling- 1 Collection Trip	₱ 500.00

**Section 4E.02. Time of Payment.** – The fees prescribed in this Article shall be paid quarterly to the Municipal Treasurer or the authorized representative who shall collect the said fee from the establishment.

**Section 4E.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.

**Section 4E.04. Penalty** – Any business establishment who fails to abide by any of the provisions of this ordinance shall be subjected to revocation or non-renewal of business permit.

## **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 One Hundred pesos (P100.00) 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 Municipal 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, Municipal 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 vaccination 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 produced
  - f. Vaccinator's signature
  - g. Veterinarians license number/ vaccinator's address
3. 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.
  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 or vaccinated.

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 may enter any land for the purpose of seizing or exterminating a dog which is liable to be seized under this section.

The Municipal Veterinarian and the Municipal Agricultural Officer 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 and the Barangay Government.

**Section 4F.04. Penalty** – Any dog owner who fails to abide by any of the provisions of his ordinance shall be subjected to a fine of Two Thousand Five Hundred (₱2, 500.00) Pesos.

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 License and Permit** - All individuals, cooperatives, partnerships, firms or corporations who are listed in the Registry of Resource Users maintained by the CRMO and the MFARMC shall be issued Fishery License upon payment of the prescribed license fee: *Provided, however,* That all Fishery License holders must secure Permit for the particular gear and/or boat before engaging in any fisheries activities within the municipality: *Provided, further,* That the Fishery License and the Permit are non-transferable: *Provided, furthermore,* That the holders agree unconditionally to comply with all the laws, orders, policies, and rules and regulations governing fishing. The licensee shall also assume responsibility for any and all of his acts with his fishing operation.

**Section 5A.03. RENEWAL OF FISHERY LICENSE AND PERMIT** - The Fishery License and Permit shall be renewed annually. The holder shall have sixty (60) days upon the expiration of the license and permit to renew.

**Section 5A.04. LICENSING AND PERMITTING PROCEDURES** - Applicants for Fishery License shall submit the following documents to the Municipal CRM Officer:

- (a) Duly Accomplished Application Form
- (b) Community Residence Certificate (for individual) or Certificate of Registration or Accreditation (for organizations, cooperatives, partnership, firms of corporations)
- (c) Barangay Clearance; and
- (d) Certification from the BFARMC

Applicants for the Fishery Permits shall submit the following to the Municipal CRM Officer:

- (a) Fishery License
- (b) Duly Accomplished Application Form
- (c) Registration Papers (for Motor Boats)
- (d) Certification from the BFARMC
- (e) Other Documents depending on the permit applied for; and
- (f) License or permit should be given to registered fisherfolks and should inventory and validated by the MFARMC.



(g) Fishing Vessel Clearance Certificate (FVCC) from PNP Maritime Group (for fishing vessels 3GT and below)

Applicants also submit Municipal Treasurer Clearance that all dues in the municipal are all paid.

**Section 5A.05. SCHEDULE OF FISHERY LICENSE FEES** - License to exploit, occupy, produce, culture, capture, or gather fish of any species and other fisheries products in the municipal waters shall be granted upon payment of corresponding fishery license fees at the rate not exceeding those fixed hereunder:

	<b>Permit</b>
1. For Individuals	₱ 150.00
2. For Fishers' Organization or Association	₱ 700.00
3. For Partnerships and Corporations	₱ 2,000.00

**Section 5A.06. SCHEDULE OF PERMIT FEES AND OTHER CHARGES** - Permit fee for specific fishery activity shall be granted only to licensed individuals, organizations, cooperatives, partnerships and corporations up on payment of corresponding fees at the rate not exceeding those fixed hereunder:

<b>Nature</b>	<b>Permit Per Unit</b>	<b>License Fee Per Annum</b>
Construction and Operation of Fish Corrals (Pasabing, skaylab)/(Maximum size of 100x150 meters)/unit/year Lambatan (10 meters straight)	₱ 200.00	₱ 1,300.00
Construction and Operation of Seaweed Culture Farm/hectare	₱ 600.00	₱ 1,400.00
Construction and Operation of Invertebrate Culture Farm/hectare	₱ 600.00	₱ 1,400.00
Construction and Operation of Oyster and Other Culture Beds (Floating Bamboo Raft Maximum size of 10x10 meters, Longline maximum size of 10x20 meters) /unit/year	₱ 500.00	₱ 1,500.00
Construction and Operation of Fishcages (Regular Maximum size of 18x18 meters, Modified maximum size of 40x80 meters, Shallow water maximum size of 10x10 meters)/unit/year	₱ 200.00	₱ 20,000.00

Nature	Permit Per Unit	License Fee Per Annum
Construction and Operation of Lapu-Lapu cage (Maximum size of 4x4 meters)/unit/year	₱ 200.00	₱ 2,300.00
Fishponds:		
a) 1 to 3 hectares	₱ 600.00/ha	
b) 4 to 6 hectares	₱ 700.00/ha	
c) 7 to 9 hectares	₱ 850.00/ha	
d) 10 above	₱ 1,500.00/ha	
Permit Fee for Using Fishing Nets per unit:		
a) Basnig	₱ 200.00	₱ 800.00/year
b) Tacsay	₱ 200.00	
c) Saden	₱ 200.00	
d) Salambao	₱ 200.00	
e) Taba-Paldeg	₱ 200.00	
f) Taba-Paltaw	₱ 200.00	
Environment Fee /Green Fee (to be paid by the operator)	₱ 2,000.00/cage	
Permit Fee for Using Motorized Boats/Unit/Year:		
a) 2.01 – 3GT	₱ 700.00	
b) 1.01 – 2GT	₱ 600.00	
c) 0.50 – 1GT	₱ 500.00	
d) Below 0.50 GT	₱ 350.00	
Plus annual registration fee per unit per year	₱ 150.00	

For those motorized boats with multiple engines there shall be an additional fee per engine for the following:

a) More than 18HP	₱ 300.00
b) 16 – 18HP	₱ 250.00
c) 10 – 15HP	₱ 200.00
d) Below 10HP	₱ 150.00

#### Other Charges/Fees

1. Verification Fee(for CRMO/Agri-Fishery Records)	₱ 150.00
2. Update/Replacement Fee for Fisherfolk ID	₱ 150.00
3. Fisherfolk Certification	₱120.00 plus DST
4. Certification for Vessel/Boat Registration Records	₱120.00 plus DST
5. Other Agriculture/Fishery related certification	₱120.00 plus DST

**Section 5A.07. Surcharge for Late Payment.** - Failure to pay the fee prescribed in this Article except for fishcages, 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.

**Section 5A.08 Section 5A.07 GRATUITOUS PERMIT** - The Municipal Government may issue gratuitous permits to government agencies, educational and research institutions to occupy, produce, culture, capture, or gather fish of any species and other fisheries products in the municipal waters, and to engage in any fishery activities in the municipal waters for scientific or educational purposes, subject to the terms and conditions as may be imposed.

**Section 5A.09. APPROPRIATION FOR COASTAL RESOURCE DEVELOPMENT**

- The municipal government shall appropriate thirty percent (30%) of the revenues derived from marine resources based from the revenues of the proceeding year (except revenues from aquaculture ) in support/augment to projects for the following but not limited to registration activities for fisherfolks, coastal clean-up operations, support fund for MFARMC's and Bantay-Dagat provided that it participates in the annual registration and assist in the collection of revenues from fisherfolks. A special body composed of the MFARMC Chairman, SB Committee Chairman on Environment/Fisheries, Coastal Resource Management Officer, MPDC shall recommend to the Municipal Mayor the activities to be funded by this fund.

**Section 5A.10. PERMIT AND ANNUAL FEES** - Any person or entity who wish to construct and operate fish cage within the designated area in Zone 2 shall pay the required fees fixed by the Sangguniang Bayan: *Provided, however,* That the permit to construct and operate a fish cage shall only last for one (1) year and may be renewed every January which will be effective January to December of the current year upon the discretion of the Municipal Government. New applicants shall pay the corresponding schedule of fees computed on quarterly basis for permits issued after the first quarter of the year. The issuance of permits and licenses shall be in accordance with the Municipal Fishery Ordinance. Permits shall be issued only to persons or associations who are listed as such, in the Registry of Resource Users.

**Section 5A.11. PERFORMANCE BOND** - A performance bond deposited as trust fund in the office of the Municipal Treasurer for the operation of fishcages which shall be a minimum of Five Thousand Pesos (₱ 5,000.00) per unit, and shall be imposed to the permittees which shall be forfeited in favor of the municipal government for violations of the terms and conditions stipulated in the list of contract agreement. *(see attached contract "Annex B")*

**Section 5A.12. MUNICIPAL FERRIES** - Exclusive privilege to ferry passengers from Santiago Island to the mainland shall be awarded to cooperatives or individuals to the highest bidder or by negotiated contract for the following ferry points:

1. Picocobuan – Binabalian Loob Ferry
2. Trenchera – Lucero Ricor Ferry

**Section 5A.13. ACQUISITION OF EXCLUSIVE PRIVILEGE TO OPERATE BY PUBLIC AUCTION** - Exclusive privilege to operate ferries shall be awarded to the highest bidder in a public auction to be conducted every November by a committee upon authorization of the Sangguniang Bayan.

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

1. The Mayor or his duly authorized representative
2. Three members of the Sangguniang Bayan to be designated by the Sangguniang Bayan, and
3. The Municipal Treasurer

The Sangguniang Bayan or the Municipal Mayor may designate a working committee to assist the bidding committee in the preparation of pre-qualification and bidding documents and the formulation of contracts.

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

Upon submitting a sealed bid, a person shall accompany such bid with a deposit of One Hundred Percent (100%) of his proposed bid which shall be considered as the lease of the municipal ferries for one (1) whole year, commencing on January 1 and will expire on the 31<sup>st</sup> day of December of every year.

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 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.

The deposits of the unsuccessful bidders shall be returned upon execution of the lease by the successful bidder.

**Section 5A.14. DURATION OF LEASE** - The grant of privilege of public auction shall be for a period of one (1) year which is from January to December.

**Section 5A.15. BID CEILINGS** - The minimum bid ceiling shall not be below the amount granted to the xecu in the immediate preceding year except to the ferries previously granted thru negotiated contract which shall be subject to open bidding without minimum bid ceilings. In such case, the LGU shall formulate the appropriate manner and conduct of the public bidding without prejudice to the interest of the municipality and to the privileges accruing to fisherfolks as provided for in the Municipal Fishery Ordinance and National Laws.

**Section 5A.16. Privilege of Residents to Take Fish in Municipality 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.17. 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 fee for the grant of exclusive fishery rights in the municipal waters for at least the corresponding current quarter shall be paid in advance.

c) 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.19. Administrative Provisions** - 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. 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. 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.20. 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:

	<u>Rate of Rental Per Day</u>
<b>I. Land Only</b> (per sq.m)	
(a) Located in commercial/industrial area	₱ 50.00 per sq.m
(b) Located in residential area	30.00 per sq.m
(c) Others	30.00 per sq.m

**II. Public Market**

One fixed stalls, booths, or tiendas at the Public Market, payable monthly within the first ten (10) days of each month, per square meter of fraction thereof:

(a) Front side Stalls	₱ 150.00/ sq. m. /month
(b) Inside Stalls, 1 <sup>st</sup> and 2 <sup>nd</sup> floor	70.00 / sq. m. /month
(c) Old Stalls at Public Market (Arosan)	40.00 / sq. m. /month

**III. Fee for occupancy of Market Premises.**

₱ 50.00 / sq. m. /day during market days (Tuesday and Saturday)  
30.00 / sq. m. /day during ordinary days

**IV. Market Entrance Fee** – In lieu of the regular market fees based on the space occupied, a market entrance fee shall be collected from transient vendors computed at five percent (5%) of the value of the merchandise / tiendas.

**V. A Market Stall Right** shall be collected to the occupancy of each stall in the Public Market upon execution of the Contract (*See attached "Annex A" Contract of Lease*).

a) Front Stalls Rice Section along Don C. Cacho St.	₱ 75,000.00
b) Front Stalls Dry Goods Section along Don E. Peralta St.	50,000.00
c) Rice Retailer & Other Goods along Don E. Peralta St.	5,000.00
d) Inside Stalls Dry Goods Section	30,000.00
e) Inside Stalls Meat Section	15,000.00
f) Inside Stalls Eateries and Cooked Food Section	50,000.00
g) Inside Stalls Fish Section	5,000.00
h) Inside Stalls, Eatery Section	2,500.00
i) Inside Stalls Annex Vegetable Section	1,000.00
j) Stalls at Arosan	25,000.00
k) C. Cacho St. Fruit & Vegetable, Variety Stores Sections	9,000.00
l) Others Stalls at P5,000.00 /sq. m.	

In case the vendor from whom an entrance fee was collected occupies any space with an area in excess of what he paid for, he shall be required to pay the correct amount of the due thereon less what he may have already paid as entrance fee.

Duly licensed supplies or distributors of goods, commodities or general merchandise of permanent occupants of market stalls, booths, tiendas, or other space, as well as the same occupants when they bring in goods, commodities or merchandise to replenish or augment their stocks, shall not be considered as transient vendors required to pay the market fee herein authorized.

### **Section 5B.02. Time and Manner of Payment**

For Stalls – The fee for the rental of market stalls shall be paid to the Municipal Treasurer or his duly authorized representative within the first twenty (20) days of each month. In case a new lease, the rentals due for the month in which the lease starts, shall be paid before occupancy of the stall.

For Stalls – The fee for the Market Stall Right shall be paid to the Municipal Treasurer or his duly authorized representative upon execution of the Contract of Lease

For occupancy of Market Premises – The fee for the occupancy of Market Premises shall be paid daily, in advance, before any commodity or merchandise is sold within the market premises.

For Market Entrance Fee – The fee shall be collected at the gate of the public market before the transient vendors are allowed to sell their goods inside the market premises.

**Section 5B.03. Surcharge for late or Non-payment of Fees** - The leases of a stall, which fails to pay the monthly rental fee within the prescribed period, shall pay a surcharge of twenty five percent (25%) of the total rent due. Failure to pay the rental fee for two (2) consecutive months shall cause automatic cancellation of the contract of lease of stall, without prejudice to suing the lessee for the unpaid rents at the expense of the lessee. The stall shall be declared vacant and subjects to adjudication.

Any person occupying space in the market premises without first paying the fee in this Article shall pay three times as such as the regular rate for the space occupied.

Any person occupying more space than what he has paid for shall pay the regular rate of such space.

**VI. Rental Fee for Sport Complex/Covered Court for private purposes** ₱1,000 per activity daily

### **VII. Rental Fee for Convention Center**

For the First Five (5) Hours - P 30,000.00

For every Succeeding Hours - P 5,000.00

**Section 5B.05. Rentals Charge for the use of the Municipal Heavy Equipments Servicing Private Contracts** - There shall be collected the following service charge for the use of the Municipal Heavy Equipments as follows:

#### I. Rates of Imposition

(1) Grader, per hour	₱ 2,000.00
(2) Bulldozer, per hour	2,500.00
(3) Road Roller, per hour	2,000.00
(4) Pay loader, per hour	2,000.00

(5) Dump truck, per load/ per cu. M.	2,500.00
(6) Farm Tractor (per hectare)	3,000.00
(7) Others	2,000.00

2. Specific Administrative Provision – A written application and a Contract of Service shall be issued for the use of the Municipal Government Heavy Equipments.

Only the service and operator shall be provided by the Municipal Government. Cost of fuels and another incidental expenses for the transfer of the equipment to the working place shall be shouldered by the applicant.

The fees herein imposed shall be paid to the Municipal Treasurer after the termination of the services.

**Section 5B.05. 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. Charges for Parking**

**Section 5C.01. Imposition of Fee.** There shall be collected a parking fee for the use of Municipal owned parking area on designated streets in accordance with the following schedule:

Nature	Fee
<b>Day Parking Rates</b>	First 3 hrs plus P10.00 in every succeeding hours
Vehicle Type	
- Tricycle	₱ 10.00
- Private Cars and Service Vehicles	₱ 20.00
- Passenger Jeepneys	₱ 20.00
- Cargo Trucks/Delivery Vans	₱ 50.00
- Passenger Bus	₱ 50.00
<b>Overnight Parking Rates (10PM – 6AM)</b>	
- All types of vehicles	₱ 100.00

Towing Fee of ₱ 300.00 and impounding fee of ₱ 100.00/day shall be collected from owners of vehicles who shall violate this Article.

**Section 5C.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 D. Medical Fees and Charges**

**Section 5D.01. Imposition Fees.** - The following schedule of fees is hereby imposed for services rendered by the Municipal Health Office:

Services		Fee
<b>1. Laboratory Fees</b>		
	Complete Blood Count with Platelet Count (CBC/Platelet)	₱ 265.00
	Urinalysis (U/A)	55.00
	ABO Blood Typing (ABO)	100.00
	HEPA B Surface Antigen (HBsAG)	220.00
	Fecal Occult Blood Test (FOBT)	150.00
	Typhi DOT (IgG/IgM)	850.00
	Fasting Blood Sugar (FBS)	110.00
	Blood Uric Acid (BUA)	180.00
	Blood Urea Nitrogen	180.00
	Cholesterol (Chole)	180.00
	High Density Lipoprotein (HDL)	160.00
	Low Density Lipoprotein (LDL)	110.00
	Creatinine (Crea)	180.00
	AST/SGOT	250.00
	ALP/SGPT	250.00
	Triglyceride (TG)	180.00
	Lipid Profile (Lipid Prof)	660.00
	Complete Blood Count (CBC) Manual	155.00
	Platelet Count (PLt Count)	110.00
	Clotting Time/Bleeding Time (CT/BT)	55.00
	Hemoglobin Determination	55.00
	Fecalysis (F/A)	55.00
	Pregnancy Test (PT)	110.00
	Gramstain (GS)	65.00
	COVID-19 Rapid Antigen Test	900.00
	HIV Test	350.00
	Syphilis Test	220.00
	Newborn Screening (NBS)	2,000.00
<b>2. Medical Fees</b>		
	Medical Certificate	₱ 100.00
	Medico Legal Certificate	200.00
	Medical Certificate Students College	50.00
	Health Certificate	100.00
	Dental Certificate	50.00
	Medical Certificate Local Employment	100.00
	Medical Certificate Overseas Employment	100.00
	Birthing Facilities Fee	1,500.00

**Section 5D.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 5D.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 5D.04. Penalty.** A fine of Two Thousand Five Hundred Pesos (P2,500.00) shall be paid by the owner, manager or operators of the establishment for each employee found to be without the necessary medical certificates.

### **Article E. Charges for Use of Waterworks System**

**Section 5E.01. Imposition of Charges.** – The following fees and charges provided herein shall be collected for the water services rendered by the Waterworks System of this Municipality:

<b>Services</b>	<b>Fee</b>
a. Application fee for connection with waterworks system	₱ 3,000.00
b. Guarantee deposit for every application	₱ 1,000.00
c. Installation for the first lineal feet of pipe	
1. Earth and gravel excavation	₱ 100.00
2. Asphalt road	₱ 200.00
3. Cemented road	₱ 500.00
d. For every additional pipe of 10 lineal feet long or fraction thereof will be charged	
e. For metered service	

**1. Domestic/Residential & Institutional Water Service Connections:**

- Private domestic or residential houses
- Churches, Public Schools, Government Buildings, Barangay Halls and Public Hospitals

	Meter Size				
	1/2"	3/4"	1"	1 1/2"	2"
Minimum Charge up to 10	₱	₱	₱	₱ 1,600.00	₱ 4,000.00

cu.m.	200.00	320.00	640.00		
In excess of 10 cu.m. to 20 cu.m.	22.00	22.00	22.00	22.00	22.00
In excess of 20 cu.m to 30 cu.m.	25.00	25.00	25.00	25.00	25.00
In excess of 30 cu.m. to 40 cu. m.	30.00	30.00	30.00	30.00	30.00
In excess of 40 cu.m.	37.50	37.50	37.50	37.50	37.50

## 2. Commercial Class A (2x)

- Water refilling station
- Private Slaughter houses
- Ice Plant

	Meter Size				
	1/2"	3/4"	1"	1 1/2"	2"
Minimum Charge up to 10 cu.m	₱ 400.00	₱ 480.00	₱ 960.00	₱ 2,400.00	₱ 6,000.00
In excess of 10 cu.m. to 20 cu.m.	44.00	44.00	44.00	44.00	44.00
In excess of 20 cu.m to 30 cu.m.	50.00	50.00	50.00	50.00	50.00
In excess of 30 cu.m. to 40 cu. m.	60.00	60.00	60.00	60.00	60.00
In excess of 40 cu.m.	75.50	75.50	75.50	75.50	75.50

## 3. Commercial Class B (1.75x)

- Groceries, Drug Stores, Gift Shops and Furniture Shops
- Gasoline Stations, Piggery and Poultry, Fishponds
- Private Schools and Private Hospitals, Bus Terminal/Stations
- CHB and Concrete Products Manufacturers
- Theatres, Night Clubs, Disco Pads
- Warehouses, Wholesale and Retail Outlets, Carparks/carwash
- Medical and Dental Clinics, Private Office Building

	Meter Size				
	1/2"	3/4"	1"	1 1/2"	2"
Minimum Charge up to 10 cu.m	₱ 50.00	₱ 420.00	₱ 840.00	₱ 2,100.00	₱ 5,250.00
In excess of 10 cu.m. to 20 cu.m.	38.50	38.50	38.50	38.50	38.50
In excess of 20 cu.m to 30 cu.m.	43.75	43.75	43.75	43.75	43.75
In excess of 30 cu.m. to 40 cu. m.	52.50	52.50	52.50	52.50	52.50
In excess of 40 cu.m.	65.63	65.63	65.63	65.63	65.63

## 4. Commercial Class C (1.5x)

- Hotels, Restaurant, Lodges, Resorts & Boarding Houses
- Apartment Houses whose owners assume payments of water bills using (1) central meter.
- Sari-sari stores, Vulcanizing and auto repair shops

- Caterias, Cafeterias, Ice Cream Parlors, Beer Houses, Bars, Bakeries, Confectioneries
- Billard Halls and other Games and Entertainment Places
- Fish and Meat Stalls in commercial areas and public markets with Individual water meters.

	Meter Size				
	1/2"	3/4"	1"	1 1/2"	2"
Minimum Charge up to 10 cu.m	₱ 300.00	₱ 360.00	₱ 720.00	₱ 1,800.00	₱ 4,500.00
In excess of 10 cu.m. to 20 cu.m.	33.00	33.00	33.00	33.00	33.00
In excess of 20 cu.m to 30 cu.m.	37.50	37.50	37.50	37.50	37.50
In excess of 30 cu.m. to 40 cu. m.	45.00	45.00	45.00	45.00	45.00
In excess of 40 cu.m.	56.25	56.25	56.25	56.25	56.25

**Section 5E.02. Time of Payment** - The due date for payment of the water consumption is within Ten (10) days (Grace Period) from the Reading Date. Failure on the part of the Consumer to pay and settle the outstanding account, disconnection of the water service connection will be implemented. Re-installation or re-connection of disconnected water service may be done upon payment of Outstanding Account and the Re-installation/Re-connection Fee of Two Hundred (₱ 200.00) Pesos.

\*(Due Date – within ten (10) Days from reading date)

\*(Disconnection date – on the eleventh (11<sup>th</sup>) day from reading date)

\*(Re-installation or Re-connection –after payment of outstanding account and the Re-installation/Re-connection Fee (₱ 200.00).

**Section 5E.03. Administrative Provisions -**

(a) A written application/contract filed with the Office of Bolinao Waterworks System shall be required for any of the aforementioned services.

(b) A cash deposit of Five Hundred Pesos (₱ 500.00) shall be required of every customer/applicant before the initial service is rendered. It shall answer for any unpaid due and demandable water charges rendered in accordance with the foregoing rates which shall automatically be charged off against the cash deposit after failure to pay the monthly fee within Ten (10) days of the succeeding month.

In cases where the cash deposit shall no longer be sufficient to cover water fees and surcharges, the water connection shall be disconnected on the eleventh (11<sup>th</sup>) day after failure by the customer to settle the difference.

The cash deposit shall be refunded by the System if the customer desires to withdraw the service of the System and all his water bills shall have been fully paid.

(c) For billing purposes, a water meter shall be read one (1) month after its connection and every month thereafter. The meter shall be sealed and the seal shall be broken only when the meter is to be inspected, tested, or adjusted by the System. It shall be tested at any reasonable time by the duly authorized representative/inspector of the System or upon the request of the customer and to be witnessed by him if he so desires.

If the testing of the meter is upon the request of the customer and the test discloses that the water meter is defective, corresponding adjustments shall be made and no fee shall be charged to the customer. If no defect is found in the meter, then the customer shall pay to the System One Hundred Pesos (P100.00 ) for every five-eighth (5/8") and three-fourth inch (3/4") of water meter and One Hundred Fifty Pesos (P150.00 ) for every water meter bigger than the above.

(d) For re-opening of service upon request of the customer after it has been closed for delinquency, Two Hundred Pesos (P 200.00 ) shall be charged if the service is closed at the metering point. If it is closed at the water main or main pipe, the cost of street repair shall be paid by the customer.

(e) Service connection for domestic or residential use shall not use pipes bigger than on-half inch (1/2") in diameter.

(f) Service connection using pipes bigger than one-half (1/2") in diameter may be allowed for commercial and/or industrial use only, provided that the applicant thereof shall satisfy in his application the need of a bigger size which shall in all cases be subject to the approval of the Municipal Engineer.

Every multi-door apartment shall have separate water service connection and separate water meter for every occupant or lessee therein.

#### **Article F. Cemetery Charges**

**Section 5F.01. Imposition of Fees** - There shall be collected the following rental fees for a period of One (1) year for the rental of Municipal Cemetery lots:

Nature	Fee for Lease Period
1. Rental fee for each burial lot	₱ 200.00
2. For every additional layer thereof	₱ 100.00
3. For niches	₱ 400.00

**Section 5F.02.n 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 5F.03. Administrative Provisions -**

(a) As used in this Article, Municipal Cemetery shall refer to the lot owned by this municipality located at Luciente 1<sup>st</sup>, and Salud, Bolinao, Pangasinan

(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) Non payment of rentals for period of Five (5) years shall cause the removal of remains of the deceased and its transfer to a common burial ground.

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.

**Section 5F.04. Issuance of Cash Tickets to Transient Vendors; Prohibition on Transfer Thereof.** – Cash tickets shall be issued to the vendor buying the same and his name, date and signature of the Collector shall be written on the back thereof. The cash ticket shall pertain only to the person buying the same and shall be good only for the space or spaces of the market premises to which he is assigned and only while in the hands of the original purchaser. If a vendor disposes of his merchandise by wholesale to another vendor, the latter shall, purchase new tickets if he desires to sell the same merchandise even if this is to be done in the place occupied by the previous vendor.

Cash tickets shall be provided with serial numbers by the Office of the Municipal Treasurer, which shall monitor the issuance of the cash tickets in collaboration with the Market Administrator/Supervisor.

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

**Section 5G.01. Permit Fee to Slaughter.** Before any animal is slaughtered for public consumption, a permit fee therefor shall be secured from the Municipal Veterinarian or his duly authorized representative who will determine whether the animal is fit for human consumption, thru the Municipal Treasurer upon payment of the corresponding fee, as follows:

<b>Kind of Animal</b>	<b>Fee</b>
a. Large cattle	₱ 150.00/head
b. Hogs	₱ 100.00/head
c. Others	₱ 50.00/head

**Section 5G.02. Imposition of Slaughter Fees.** – There shall be collected the following fees for the services rendered by slaughterhouse owned and operated by the Municipality:

Kind of Animal	Fee
For Public Consumption (per kilo of dressed meat)	
a. Large cattle	₱ 4.00/kilo
b. Hogs	₱ 3.50/kilo
c. Others	₱ 2.50/kilo
For Home Consumption (per kilo of dressed meat)	
a. Large cattle	₱ 3.50/kilo
b. Hogs	₱ 3.00/kilo
c. Others	₱ 2.00/kilo

**Section 5G. 03. Corral Fee.** – The following fees, per day or fraction thereof, shall be collected for the animals to be slaughtered, which are deposited and kept in a corral owned by the local government:

Kind of Animal	Fee
1. Large cattle	₱ 100.00/day/head
2. Hogs	₱ 75.00/day/head
3. Others	₱ 50.00/day/head

**Section 5G.04. Prohibition** - Permit to slaughter shall not be granted nor the corresponding fee collected on animals condemned by the Municipal Veterinarian.

**Section 5G.05. Time of Payment -**

(a) Permit Fee. The fee shall be paid to the Municipal Treasurer upon application for a permit to slaughter with the Municipal Veterinarian.

(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.

(c) Corral Fee. The fee shall be paid to the Municipal Treasurer before the animal is kept in the city corral or any place designated as such. If the animal is kept in the corral beyond the period for, the fees due on the unpaid period shall first be paid before the same animal is released from the corral.

**Section 5G.06. Time of Payment -**

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

(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 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 therefor before the slaughter permit is granted.

(c) Before any animal is slaughtered for public consumption, a permit therefor shall be secured from the Municipal Veterinarian 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.

## **Article H. WHARFAGE**

**Section 5H.01. Definition of terms.** The following when used in this Section shall mean: Wharfage – shall include fees, and charges assessed and collected against the cargo of a vessel engaged in foreign or domestic trade based on quantity, weight or measures received and/or discharged by the vessel for the privilege to use the municipal operated and maintained wharves and deep-sea fishing' landing-sites within the Municipality of Bolinao, Pangasinan

Agricultural Products- shall include all products and harvest from fish cages within the municipal waters of this municipality, such as but not limited to Bangus, lapu-lapu, prawns, Malaga, etc., which are subject to fish trading.

Marine Products – shall include all catch and bounty from the Deep-Sea Fishing such as but not limited to Tuna, Dorado, Tanguague, etc., which are subject to Fish Trading.

Fish Bucket (Banyera) – shall mean the standard container or basin usually made of G.I. sheet or plastic that can contain about 25 kilos of Agricultural and Marine Fish Products and is used in Fish Trading.

### **Section 5H.02. Docking Fee for Vessels in Harvesting of Agricultural & Marine Products**

There is hereby imposed on all Agricultural and Marine Products, as defined above, a WHARFAGE FEE is computed to five (P5.00) pesos for every fish bucket (Banyera).

The Municipal Treasurer shall effect the systematic, efficient and effective collection of the Wharfage, thru his duly authorized representatives.

All collections on these Wharfage shall accrue to the General Funds of the Municipality of Bolinao, Pangasinan.

### **Section 5H.03. Docking Fee for Berthing/Anchorage**

a. Docking Fee for Berthing/Anchorage for vessels not registered in the municipality except for vessels taking temporary refuge during typhoons.

For fishing vessels/boat of 3 – 10 GT/day	-	entry fee	- P	700.00
	-	daily fee	- P	100.00
For fishing vessels/boat of more than 10 GT/day	-	entry fee	- P	1,500.00
	-	daily fee	- P	200.00
For luxury foreign vessels	-	daily fee	- P	200.00

**Section 5H.04 Fees and Charges from Bolinao Municipal Fish Port in Sitio Guiguivanen, Brgy Luciente 1 and Fish Landing in Brgy. Lucero in Santiago Island.**

TYPE OF FEE	RATE(P)	PAYEE
Unloading Fee	0.25/kg.	Fish Producer/Boat Operators
Market Fee	0.25/kg.	Fish Brokers/Traders
Ice Conveyance Fee	5.00/block (135 kgs.)	Clients who sell ice inside the Port from outside source
Transshipment Fee	10.00/tub	Traders buying fish direct from the producers to be transported outside the locality
Entrance/parking Fee: Heavy Vehicle Light Vehicle Jeep/Car Tricycle Motorcycle/Trisikad	30.00/unit 20.00/unit 20.00/unit 6.00/unit 5.00/unit	Owner of land vehicle entering and parking at the port.
Berthing Fee: Commercial Vessel Municipal Vessel	30.00/unit/docking 100.00/unit/day 12.00/unit/docking 50.00/unit/day	Operators/owners of vessel
Space Rental	70.00/sq.m./mo	Port Lessee
Land Rental	45.00/sq.m./mo	Port Lessee
Net Repair Area Fee	200.00/day	Owner of net
Water Fee	5.00/container (pick up)	Buyer of Water
Fuel Conveyance Fee	1% of Gross Sale	Fuel Supplier/Seller
Sales of Ice	100.00/block	Buyers of Ice
Use of Cold Storage Facility	20.00/tub	Port Client
Accreditation Fee	100.00/client/year	Duly accredited clients
Wharfage Fee	1% of declared value	Owner of commodity

**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 (₱1,000.00) Pesos or more, or who is required by law to file an income tax return shall pay an annual community tax of Five (₱ 5.00) Pesos and an annual additional tax of One Peso (₱ 1.00) for every One



Thousand Pesos (₱ 1,000.00) of income regardless of whether from business, exercise of profession or from property which in no case shall exceed Five Thousand Pesos (₱ 5,000.00)

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.

**Sec. 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 (₱ 500.00) and an additional tax, which in no case, shall exceed Ten Thousand Pesos (₱ 10,000.00) in accordance with the following schedule:

- (a) For every Five Thousand (₱ 5,000.00) 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 (₱ 2.00) Pesos; and
- (b) For every Five Thousand (₱ 5,000.00) Pesos of gross receipts or earnings derived by it from its business in the Philippines during the preceding year - Two (₱ 2.00) 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.

**Sec. 6.04. Exemption.** – 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 to the first (1<sup>st</sup>) day of January each year which shall be paid not later than the 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 payment of community tax on the day he reached such age or upon the day the exemption ends. 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 within which to pay the community tax without being 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 community tax for that year.

- (d) Corporations established and organized on or before the last day of June shall be liable for the payment of community tax for that year. Corporations established or organized on or before the last day of March shall have twenty (20) days within which to pay the community tax without becoming delinquent. Corporations established and organized on or after the first day of July shall not be subject to 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 percent (24%) 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 (₱ 1.00).

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

- (a) When an individual subject to community tax acknowledges any document before a notary public, takes 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 any public fund; transacts other 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 shall not be required in connection with the registration of a voter.

- (b) When through its authorized officers, any corporation subject to community tax receives any license, certificate, or permit from any public authority, pay 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 is made or business 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 of January until the fifteenth (15<sup>th</sup>) 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 Treasurer, subject to existing laws and regulation, to collect the Community Tax payable by individual taxpayers in their respective jurisdiction; 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 the Municipality.

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

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

**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.

Pursuant to the provisions of this Ordinance and other existing rules and regulations, 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 business 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. Distrained personal property shall be sold at public auction in the manner herein provided for.
- (b) Accounting of Distrained Goods. The officer executing the distraint shall make or cause to be made an account of the goods, chattels or effects distrained, 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 distrained. 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 Distrained 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 distrained 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 distrained 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 distrained 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 distrained 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 Municipal 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 *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.

- (j) **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 Municipal 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 Distrainment or Levy. The remedies by distrainment and levy may be repeated if necessary until the full amount due, including all expenses is collected.
- (p) Personal Property Exempt from Distrainment of Levy. The following property shall be exempt from distrainment 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 the LGC.

**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 Two Thousand and Five Hundred Pesos (₱ 2,500.00) 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 therefor.

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.

**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. Effectivity.** - This Ordinance shall take effect upon the approval and review of the Sangguniang Panlalawigan.

**APPROVED and ENACTED**, by the Sangguniang Bayan of Bolinao, Pangasinan, this 8th day of November 2022

**I HEREBY CERTIFY** to the correctness of the foregoing Municipal Ordinance.

**Atty. JUAN AYAR R. MONTEMAYOR**  
Secretary to the Sangguniang Bayan

**ATTEST:**

**HON. GREGORIO C. CELESTE**  
Municipal Vice Mayor/ Presiding Officer  
(Acting Capacity)

**APPROVED:**

**HON. RICHARD C. CELESTE**  
Acting Municipal Mayor  
(Acting Capacity)

### **ATTESTATION**

**Hon. CAROLINA M. ABAD**  
Municipal Councilor

**Hon. JONUMER V. CAASI**  
Municipal Councilor

**Hon. REY CARLO I. CELESTE**  
Municipal Councilor

**Hon. JOVEN C. CAASI**  
Municipal Councilor

**Hon. BETHSHEBA C. CAMBA**  
Municipal Councilor

**Hon. JESUS E. DELA CRUZ, JR.**  
Municipal Councilor

**Hon. GABRIEL C. CASTELLANO**  
Municipal Councilor

**Hon. JOSEFINO C. CELESTE**  
Municipal LIGA President

**Hon. MARC ANDERS VILLAREAL**  
Municipal SK Federation President