

PLEDGE OF COMMITMENT

We, the officials and employees of the Local Government of Infanta, commit to provide Courteous, Accessible, Responsive and Effective (CARE) public service.

Service	Response Time	Office Responsible
Issuance of Mayor’s Permit and Business License (New or Renewal)	59 minutes*	Business Permits and Licensing Section
Issuance of Mayor’s Permit for Rolling Traders and Grocery Stores	59 minutes	
Issuance of Mayor’s Permit & Municipal Identification Card on Occupational Calling	37 minutes	
Issuance of Mayor’s Permit for Microenterprises	30 minutes	
Issuance of Franchise for Tricycle for Hire (New or Renewal)	55 minutes	
Issuance of Mayor’s Permit for Tricycle Service for Personal and Business Use (New or Renewal)	40 minutes	
Issuance of Special Permit for Tricycle from Gen. Nakar (New or Renewal)	40 minutes	
Issuance of Mayor’s Permit and Mayor’s Clearance for Shipping/Transport of Goods and Products	20 minutes	
Issuance of Mayor’s Permit for Posting of Banner & Streamer	20 minutes	
Issuance of Peddler’s Permit, Motorcade, Permit to Use the Infanta Social Center and Other Activities requiring Permit from the Municipal Mayor	20 minutes	
Issuance of Cockfight Permit	20 minutes	
Issuance of Mayor’s Clearance	20 minutes	
Issuance of Mayor’s Recommendation, Endorsement, Certification	20 minutes	
Issuance of Certificate of Indigency	20 minutes	
Issuance of Community Tax Certificate	3 minutes	Office of the Municipal Treasurer
Issuance of Real Property Tax Receipt	5 minutes	
Issuance of Certificate of Payments	5 minutes	

Service	Response Time	Office Responsible
Issuance of Building Permit	6 hours & 20 minutes	Office of the Municipal Engineer
Issuance of Electrical Permit for Family Dwellings	4 hours & 30 minutes	
Issuance of Fencing Permit	2 hours & 52 minutes	
Issuance of Sanitary/Plumbing Permit	2 hours & 52 minutes	
Issuance of Mechanical Permit	2 hours & 52 minutes	
Issuance of Occupancy Permit	4 hours & 25 minutes	
Issuance of Certified Copies of Permits and Other Documents	9 minutes	
Issuance of Locational Clearance	1 hour & 57 minutes	Office of the Zoning Administrator
Issuance of Certificate of Titling	45 minutes	
Issuance of Certificate of Zoning Viability	2 hours & 45 minutes	
Transfer of the Declared Owner	2 hours & 24 minutes	Office of the Municipal Assessor
Segregation of Land	2 hours & 24 minutes	
Correction in Area/Boundaries	2 hours & 24 minutes	
Newly Declared Property	2 hours & 24 minutes	
Revision of Previous Assessment	2 hours & 8 minutes	
Reclassification of Property	2 hours & 9 minutes	
Reassessment of Property	2 hours & 9 minutes	
Change of Location of Land	2 hours & 9 minutes	
Issuance of Authenticated Copy of Tax Declarations and Other Certifications	36 minutes	
Issuance of Certificate of Total Landholdings	46 minutes	
Issuance of Certificate of No Property	46 minutes	
Certificate of Improvements/Latest Revision	36 minutes	
On Time Registration of Death	20 minutes	Office of the Municipal Civil Registrar
Delayed Registration of Birth	10 days & 42 minutes	
Registration of Death that Occurred at Home (on-time/delayed)	19 minutes	
Registration of Death that Occurred in Hospital (on-time/delayed)	24 minutes	
Application for and Issuance and Marriage License	10 days & 62 minutes	
Marriage Certificate On-time Registration	7 minutes	
Marriage Certificate Delayed Registration	13 minutes	
Issuance of Certified Transcription of Birth, Death and Marriage	39 minutes	
Processing of Petitions under Republic Act 9048		
Registration of Court Decision		

Service	Response Time	Office Responsible
Issuance of Health and Medical Certificate	18 minutes	Municipal Health Office
Issuance of Sanitary Permit & Health Card	19 minutes	
Issuance of Health Permit	6 minutes	
Issuance of Pre-marriage Counseling Certificate (Family Planning)	4 hours & 1 minute	
Issuance of Pre Marriage Counseling Certificate	4 hours & 12 minutes	Municipal Social Welfare and Development Office
Issuance of Certificate of Indigency	17 minutes	
Issuance of Social Case Study Report	55 minutes	
Issuance of Identification Card for Solo Parents, PWDs and Senior Citizens	25 minutes	
Provision of Aid to Individual in Crisis Situation (AICS)	25 minutes	
Issuance of Boat Registration Certificate	45 minutes	Municipal Agriculture Office
Issuance of Certificate (as bonafide farmer)	17 minutes	
Issuance of Certificate of Attendance (Ecological Solid Waste Management)	1 hour & 5 minutes	Municipal Environment and Natural Resources Office