

Excerpt from the  
MINUTES OF THE 36<sup>TH</sup> REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD  
OF BAYBAY CITY, LEYTE, HELD ON NOVEMBER 17, 2008.

PRESENT:

HON. ERNESTO M. BUTAWAN..... Sangguniang Panlungsod Member  
Actg. Presiding Officer  
-do-  
HON. CRISTELO S. LORETO..... -do-  
HON. EDUARDO S. GUINOCOR, JR..... -do-  
HON. LEONIDO A. BERAY..... -do-  
HON. LOLITO C. MUÑEZ..... -do-  
HON. ERLINDO P. LAPLANA..... -do-  
HON. CARLO S. ENRIQUEZ..... -do-

ABSENT:

HON. REX A. RETANA..... OIC, Mayor  
HON. TERESITA J. VELOSO..... SP Member, OB, Cebu  
HON. MARGARITA C. CARI..... ABC President, OB, Cebu  
HON. CARL NICOLAS C. CARI..... SK Federation President, OB, Cebu

**CITY ORDINANCE NO. 011**  
**Series 2008**

AN ORDINANCE FIXING THE SCHEDULE OF FEES FOR ALL SERVICES  
RENDERED BY THE CITY GOVERNMENT OF BAYBAY.

**SPONSORED & INTRO. BY HON. SP MEMBER ERLINDO P. LAPLANA &  
HON. LEONIDO A. BERAY**

Be it ordained by the Sangguniang Panlungsod of the City Government of  
Baybay that:

**SECTION 1 -  
FEES**

**DEFINITION OF TERMS:**

embrace local government imposition in connection with a  
regulatory measure, and which need not be expressly granted by  
law as it could be implied from the exercise of police powers.

**SERVICE CHARGES -**

pertain principally to such pecuniary liabilities for the  
use of local government public utilities owned,  
operated and maintained by local government units  
and partly governed by the provisions of Article V,  
Chapter 2, Title 1; Book II of the Local Government  
Code. Of 1991.

**SECTION 11. - SERVICE FEES -**

There is hereby service fee to be collected of  
various services rendered by the City  
Government.

**SECTION 111.- SCHEDULE OF FEES -**

The schedule of fees are provided in the  
Municipal Ordinance No. 93-001 which  
is known as the Revenue Code of the  
Municipality of Baybay, Province of  
Leyte.

- more over-



3. Fire Safety			25.00
			<b>585.00</b>
<b>BUSINESS Regulatory Fees</b>			
Mayor's permit	per sched. on Sec 3A.04 Art A.Chapter III p.22 of M.O. 93-001		
Fire Safety	(Fire Code of the Phils.)		75.00
Fire Inspection Fee	(Fire Code of the Phils.)		10% of all Fees
Health and sanitation fee.	enumerated in *E.12		50.00
Weights and measure			50.00
P.D. 1096 (Building code)	P.D. 1096 (Building code)		115.00
<b>Mayor's Permit (business cap.- 3,000 &amp; below )</b>			
Business tax- small sari-sari store	none		450.00
Business tax- other small business	none		950.00
Business Plate	none		140.00
<b>GOVERNMENT PROPERTY RENTAL:</b>			
	per Ord. no.		
Gymnasium			2,000.00
Legislative Function Room- per room			500.00
Convention Hall			3,000.00
Cemetery Lot rental - per annum			120.00
<b>Application for ELECTRICAL PERMIT:</b>			
1. Mayor's permit	none		50.00
2. Fire Inspection fee	(Fire Code of the Phils.)		75.00
3. FCP	(Fire Code of the Phils.)		20.00
4. Electrical (Minimum)	none		24.00
5. Final Inspection fee	none		25.00
			<b>194.00</b>
<b>Application for BUILDING PERMIT</b>			
Per Order of Payment from City Engineer's Office			
<b>OTHER FEES:</b>			
1. Certification Fee	*D1		25.00
a. No Business			
b. Business closure			
b. Non-property holding			
c. Non improvement			
d. True copy of Tax Declaration			
e. Tracer			
f. Tax payments (tax clearance)	enumerated in *E1		
2. Cutting of Tree	none		200.00
3. Disco	none		100.00
4. Disco w/ coronation	none		150.00
5. Excavation/Cutting the pavement (for H20 pipe installation)			100.00
6. Permit to transport			100.00
7. Inspection Fee (D.A. permit to transport)	none		25.00
8. Installation of Billboard, Streamer	L1, Sec. 3A01. Art. A., Chap II	10.00/sq. m.	100.00
9. Medical certification			25.00
10. Parade, motorcade	*B	100.00	100.00
11. Police Clearance	enumerated in *F		25.00
12. PLEB Clearance	Res no. 263 8/4/08 to increase to 75.00		75.00
13. Promotion permit (commercial)	*K5	10.00/day	100.00
14. Transfer of cadaver	none		50.00
15. Burial permit fee	none		5.00
16. Exhumation permit	none		50.00
<b>* Section 4 Art. A. CHAPTER III of Municipal Ordinance No. 93-001</b>			

LEONIDO A. BERA  
SP Member

EDUARDO S. GUINOCOR, JR.  
SP Member

CRISTELO S. LORETO  
SP Member

LOLITO C. MUNIZ  
SP Member

ERLINDO P. LAPLANA  
SP Member

CARLO S. ENRIQUEZ  
SP Member

*[Handwritten signature]*



# SCHEDULE OF FEES

	Reference	Ord. 93-001	Actually COLLECTED
<b>LOCAL CIVIL REGISTRAR:</b>			
<b>Registration Fee:</b>			
a. Birth Pres.-on time (w/n 30 days)	*C-b15	15.00	15.00
-Late registration( after 30 days)	(After (1)one year) *C-b.15	50.00	50.00
b. Marriage (delayed)	none		50.00
c. Death (delayed)	none		50.00
<b>Marriage:</b>			
a. Marriage application fee	*C-a.1	50.00	150.00
b. Pre-marriage counseling	none		20.00
c. Miscellaneous	none		5.00
d. License fee	*C-a.2	5.00	50.00
			<b>225.00</b>
e. Solemnization fee(Mayor/Judge)	*C-a.3	5.00	150.00
			<b>375.00</b>
<b>Filing Fee:</b>			
1. Correction of clerical error-	per R.A. 9049		1,000.00
2. Change of first name	per R.A. 9049		3,000.00
3. Processing Fee- out-of-town petition:	per R.A. 9049		
a. Correction of Clerical error	per R.A. 9049		500.00
b. Change of First Name	per R.A. 9049		1,000.00
4. Processing Fee- Request for Annotation of Adoption Decree, other Court Decrees Concerning Civil Status of Persons and Correction of Entry(s) In a Civil Registry Document			250.00
5. Processing fee- out-of-town registration of Birth, Marriage an Death	none		150.00
Affidavit to use the Surname of the father	R.A 9255		75.00
Legitimation	*C-b5	25.00	75.00
Court order(various) cert. of registration	*C-b18	50.00	150.00
<b>Affirmation of Petition:(Correction)</b>			
1. transmittal(various)	none		25.00
2. record sheet	none		50.00
3. Cert. of finality	none		25.00
			<b>100.00</b>
<b>Certification Fee and Certified True Copy:</b>			
a. Birth			25.00
b. Marriage			25.00
c. Death			25.00
<b>POTPOT REGISTRATION:</b>			
1. Mayor's permit			50.00
2. Potpot registration			150.00
3. Plate			75.00
4. Driver's permit			35.00
			<b>310.00</b>
<b>TRICYCLE REGISTRATION:</b>			
1. Filing fee			150.00
2. LRF			20.00
3. Supervision Fee			40.00
4. Mayor's permit			100.00
5. Plate			75.00
			<b>385.00</b>
<b>BICYCLE/SIDEWHEEL REG. FEE</b>			
	*A.1	10.00	25.00
Plate	(depending on cost)		75.00
			<b>100.00</b>
<b>ZONING CERTIFICATION:</b>			
	(City Planning Office)		
1. Zoning Certification			550.00
2. UPLR			10.00

LEONILLO A. BERRY  
SP Member

EDUARDO S. GUINOCOR, JR.  
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SP Member

LOLITO C. MUÑEZ  
SP Member

ERLINDO P. LAPLANA  
SP Member

CARLO S. ENRIQUEZ  
SP Member



SECTION IV.- AMENDMENT -

A fixing of the schedule of fees shall be introduced to update the actual collections of different services.

SECTION V. - FIX SERVICES FEES

- The service fee fixed by the national and provincial government shall be automatically adopted as part of the ordinance.

SECTION VI. SEPARABILITY CLAUSE -

All ordinance which are inconsistent herewith shall be modified accordingly.

SECTION VII.- EFFECTIVITY.

This ordinance shall take effect after its approval and adoption from the Sangguniang Panlalawigan.

ENACTED, November 17, 2008

RESOLVED, FURTHER, to let certified copies of this ordinance be furnished to the Office of the Sangguniang Panlalawigan of Leyte for their information and appropriate action.

I HEREBY CERTIFY to the correctness of the foregoing ordinance which was duly adopted by the Sangguniang Panlungsod during its regular session held on November 17, 2008.

**AMELITO V. BORNEO**  
Secretary to the SP

*ATTESTED AND CERTIFIED  
TO BE DULY ADOPTED:*

**ATTY. ERNESTO M. BUTAWAN**  
SP Member &  
Actg. Presiding Officer

*APPROVED BY HIS HONOR:*

**MICHAEL L. CARI**  
City Mayor

LEONIDO A. BERAY  
SP Member

EDUARDO S. GUINOCOR, JR.  
SP Member

CRISTIANO S. LORETO  
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