



Republic of the Philippines  
PROVINCE OF SORSOGON  
MUNICIPALITY OF GUBAT

**Office of the Sangguniang Bayan**

EXCERPTS FROM THE MINUTES OF THE 14<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF GUBAT, SORSOGON, HELD ON MONDAY, APRIL 17, 2017 AT THE SANGGUNIANG BAYAN SESSION HALL.

PRESENT:

Hon. Sixto F. Estareja	- Municipal Vice Mayor, P.O.
Hon. John Paul E. Erlano	- Member, Sanggunian Bayan
Hon. Cesar D. Esperida, Jr.	- Member, Sanggunian Bayan
Hon. Danilo E. Enaje	- Member, Sanggunian Bayan
Hon. Anthony C. Callos	- Member, Sanggunian Bayan
Hon. Kenneth D. Escandor	- Member, Sanggunian Bayan
Hon. Valentin A. Pura IV	- Member, Sanggunian Bayan
Hon. Ramon E. Entico	- Member, Sanggunian Bayan
Hon. Aiza E. Encinares	- Member, Sanggunian Bayan

ON OFFICIAL TRAVEL:

Hon. Nelson E. Quiñones	- Liga ng mga Barangay President
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ABSENT: N O N E

~~TAX~~  
MUNICIPAL ORDINANCE NO. 2017 - 001

*Hon. Kenneth D. Escandor, Author.*

AN ORDINANCE AMENDING CHAPTER IV, ARTICLE B (CIVIL REGISTRY FEES), SECTION 1 AND PROVIDING ADDITIONAL PROVISION TO ARTICLE H, SECTION 2 (SB-QUASI-JUDICIAL FUNCTION) OF THE 2005 REVENUE CODE OF THE MUNICIPALITY OF GUBAT, SORSOGON.

BE IT ENACTED BY THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF GUBAT IN SESSION, THAT:

**Section 1.** This ordinance shall amend Chapter 1V, Article B, Section 1 of the 2005 Revenue Code of the Municipality of Gubat, Sorsogon, which read as follows:

CHAPTER IV. Service Fees

*Article B. Local Civil Registry Fees*

*Section 1. Imposition of Fees. There shall be collected for services rendered by the Municipal Local Civil Registrar of this municipality the following fees:*

***Application for Marriage License***

<i>Application Fee</i>	<i>P 200.00</i>
<i>Counseling</i>	<i>50.00</i>
<i>Filing/Service</i>	<i>20.00</i>
<i>Marriage License Fee</i>	<i>2.00</i>
<i>Solemnization of Marriage</i>	<i>250.00</i>

***Issuance of Certificates***

<b><i>1. Birth Certificates</i></b>	
<i>a) For employment Local/Retirement/         Claims/board exams</i>	<i>50.00</i>
	<i>Birth Cert. - 40.00</i>
	<i>Service Fee- 10.00</i>
<i>b) For pupils/students         (secondary/college)</i>	<i>35.00</i>
	<i>Birth Cert. - 25.00</i>
	<i>Service Fee- 10.00</i>
<i>c) For baptismal/athletic purposes         (pre-secondary/elementary)</i>	<i>25.00</i>
	<i>Birth Cert. - 15.00</i>
	<i>Service Fee - 10.00</i>
<i>d) For Travel Abroad</i>	<i>100.00</i>
<b><i>2. Death Certificate</i></b>	<i>40.00</i>
<b><i>3. Marriage Certificates</i></b>	<i>75.00</i>
<b><i>4. Legitimation</i></b>	<i>35.00</i>
<b><i>5. Service Fee for R.A. 9255 implementation</i></b>	<i>50.00</i>
<b><i>6. Change of Name</i></b>	<i>3,000.00</i>
<b><i>7. Correction of Clerical Error</i></b>	<i>1,000.00</i>
<b><i>8. Registration of Court Orders</i></b>	<i>150.00</i>
<i>a.) Annulment of Marriages</i>	
<i>b.) Adoption</i>	
<i>c.) Petition for Correction of Errors         (delimitations of RA 9048)</i>	
<i>d.) Naturalization</i>	
<i>e.) Others</i>	
<b><i>9. Burial Permit</i></b>	<i>30.00</i>
<b><i>10. Transfer of Cadaver</i></b>	<i>100.00</i>
<b><i>11. Removal of Cadaver</i></b>	<i>100.00</i>

12. Exhumation of Cadaver	100.00
13. Entrance of Cadaver	100.00
14. Certification Fee (death, births, marriages)	30.00
a.) Destroyed	
b.) Records not available	
c.) Civil Status, consents, advice for marriage applications	
15. Certified True Copy of Document	20.00/page

Section 2. For purposes of this amendment, amend Chapter IV, Article B, Section 1, and will now read as follows:

<b>1 Application for Marriage License</b>	
Application Fee	300.00
Counselling Fee:	
regular schedule	100.00
special PMC (Pre-Marriage Counselling)	250.00
Service Fee	100.00
Marriage License Fee	100.00
Solemnization of Marriage (LCE)	300.00
Service fee for Certification:	
Advice/Consent for Marriage	50.00
<b>2 Registration of Birth / Marriage /Death</b>	
Timely registration	
Filing Fee	25.00
Service Fee	25.00
Laminating Fee	25.00
Delayed Registration	
Filing Fee	25.00
Service Fee for:	
1 month to 1 year	100.00
More than 1 year above	150.00
Advance Transmittal Fee	150.00
Laminating Fee	25.00
<b>3 Issuance of Certificates</b>	
Birth Certificates:	
a. New born / Elementary pupils	25.00
Research Fee	15.00
b. High school/College students	35.00
Research Fee	15.00
c. Adult	50.00
Research Fee	50.00
d. for travel abroad	100.00
Research Fee	15.00
Death Certificate	40.00

Research Fee	15.00
Marriage Certificate	85.00
Research Fee	15.00
<b>4 Registration of Legal Instruments</b>	
Legitimation (R.A. 9858)	75.00
Endorsement fee	150.00
Service Fee	100.00
Birth certificate fee	25.00
(R.A. 9255) Affidavit to Use the Surname of the Father (AUSF)	100.00
Endorsement fee	150.00
Service Fee	100.00
Birth Certificate fee	25.00
Admission of Paternity	150.00
Endorsement fee	150.00
Service Fee	100.00
Birth certificate fee	25.00
Ratification of Artificial Insemination	150.00
Reappearance	150.00
Election of Philippine Citizenship	550.00
Voluntary Emancipation of Minor	150.00
Endorsement fee	150.00
Service Fee	100.00
Repatriation/Voluntary Renunciation of Citizenship	150.00
Endorsement Fee	150.00
Service Fee	100.00
Recognition, Acknowledgement, Impugning, Denying such registration	150.00
Endorsement fee	150.00
Service Fee	100.00
<b>5 Supplemental Report</b>	
Processing Fee	300.00
Endorsement fee	150.00
<b>6 Fee for advance transmittal of registered civil registry documents to Phil. Statistics Office (PSA and other agency)</b>	
Birth; Marriage; Death	350.00
<b>7 Court Orders/ Decrees Registration</b>	
Registration Fee	150.00
Annulment	500.00
Service Fee	200.00
Endorsement Fee	150.00

Adoption	150.00
Service Fee	200.00
Endorsement Fee	150.00
RA 9048 (delimitation)	200.00
Service Fee	200.00
Endorsement Fee	150.00
Naturalization	300.00
Service Fee	200.00
Endorsement Fee	150.00
Others	200.00
Service Fee	200.00
Endorsement Fee	150.00
<b>R.A. 9048 Implementation</b>	
Correction of Clerical Errors (CCE) Filing Fee	1,000.00
Service fee	500.00
Endorsement fee	250.00
Change of First Name (CFN) Filing Fee	3,000.00
Service fee	1,000.00
Endorsement fee	250.00
<b>8 R.A. 10172 Implementation (Gender, Date of Birth (Month &amp; Date))</b>	
Filing Fee	3,000.00
Service fee	1,000.00
Endorsement fee	250.00
<b>9 Re-endorsement of Civil Registry documents</b>	
Research Fee	50.00
Service fee	100.00
Endorsement fee	150.00
<b>10 Other Civil Registry Services</b>	
Burial Permit Fee	30.00
Transfer of Cadaver	100.00
Entrance of Cadaver	100.00
Removal / Exhumation of Cadaver	100.00
<b>11 Certifications</b>	
No Record on File	30.00
Research Fee	30.00
Service Fee	10.00
Authentication	20.00
Certified True Copy of Documents	20.00
Research Fee	15.00
Service Fee	10.00
<b>12 Out of Town Registration Service</b>	

Processing Fee  
Endorsement Fee

200.00  
150.00

*(excluding the fees for receiving LCRO)*

Section 3. For purposes of this amendment, amend Chapter IV, Article H, by providing Section 2, and will now read as follows:

ARTICLE H. Sangguniang Bayan Fees

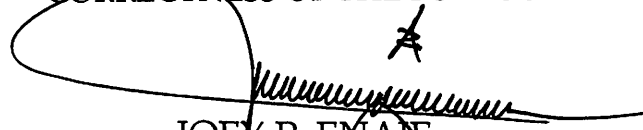
Section 2. The following fees shall be collected for services rendered by the Sangguniang Bayan in its Quasi-Judicial function:

- |                                      |           |
|--------------------------------------|-----------|
| a.) Filing fee                       | P1,000.00 |
| b.) Request for Certified True Copy: |           |
| b.1. Case Record, per page           | 25.00     |
| b.2. Decision/Order, per page        | 25.00     |

Section 4. Effectivity. This Ordinance shall take effect upon approval.

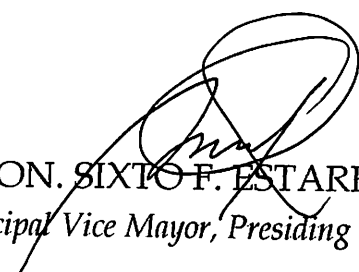
UNANIMOUSLY ENACTED.

I HEREBY CERTIFY TO THE  
CORRECTNESS OF THE FOREGOING:



JOEY P. ENAJE  
Secretary to the Sangguniang Bayan

Attested by:



HON. SIXTO F. ESTAREJA  
Municipal Vice Mayor, Presiding Officer

Approved by:



HON. SHARON ROSE G. ESCOTO  
Municipal Mayor