



I. MANDATE:

Dumarao is a second-class municipality in the Province of Capiz. It is composed of 13 elective officials and 147 organic personnel manning the 19 local government departments all serving its mandate as provided in the Local Government Code. Like any other LGUs in the country, it manages its own growth through a body of plans with varying scopes and times frames.

It is explicit that the mandate for the LGUs is governed by Republic Act 7160, otherwise known as The Local Government Code of 1991. It is declared in the policy that: “every LGU shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdiction, LGUs shall ensure support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants. (Rule I, Art. 3d)

II. VISION

Participatory and consultative governance towards peaceful, progressive, agro-industrial, environmentally balance and tourism friendly Dumarao.

















III. MISSION:

The Municipality of Dumarao is committed to promote economic progress through agro-industrial and eco-tourism endeavors, provide the basic survival, security and enabling needs, safe guard environment and foster ecological balance and adhere to participatory and consultative governance.


























IV. PERFORMANCE PLEDGE:

We, the officials and employees of the Dumarao pledge and commit to deliver quality public services as promised in this Citizen's Charter. Specifically, we will:

-  Serve with integrity.
-  Be prompt and timely.
-  Display procedures, fees and charges.
-  Provide adequate and correct information.
-  Be consistent in applying the rules.
-  Provide feedback mechanism.
-  Be polite and courteous.
-  Demonstrate sensitively and appropriate behavior and professionalism.
-  Wear proper uniform and identification.
-  Be available during office hours.
-  Respond to complaints.
-  Provide comfortable waiting area.
-  Treat everyone equally.
-  Attend to all applicants or requesting parties who are within the premises of the office prior to the end of official working hours and during lunch breaks.



IV. FRONTLINE SERVICES:

-  Issuance of Mayor's Permit (Business)
-  Issuance of Mayor's Clearance
-  Issuance of Certification from the Office of the Mayor
-  RPT Collection
-  Issuance of Community Tax Certificate & Official Receipts
-  Disbursement
-  Issuance & Release of Checks
-  Issuance of Zoning Clearance/Certification
-  Requisition of Ambulance
-  Issuance of Building Permit
-  Provision of Financial Assistance
-  Burial Assistance
-  Medical Assistance
-  Shelter Assistance
-  Issuance of Senior Citizen ID
-  Issuance of Person w/ Disability ID
-  Issuance of Single Parent ID
-  Issuance of Referral to DAR, DENR, ROD
-  Request for Certified True Copy of Tax Declaration (True Copy)
-  Correction of Tax Declaration with proper documents submitted
-  Issuance of Certification of No Property, No Landholdings and No Improvements.
-  Conduct Ocular Inspection
-  Consolidation and Subdivision of Land Transfer of Ownership
-  Promotion of Crop Production & Animal Production
-  Animal Health Care (Vaccination, Immunization, Castration & Disease Treatment)
-  Provide Technical Assistance to farmers & other clientele



-  Facilitate implementation of Agriculture Programs & Projects
-  Registration for the Newly Born
-  Late Registration
-  Registration of Death
-  Application for Marriage License
-  Provision of Consultation
-  Prenatal Check Up
-  Attending deliveries to pregnant women
-  Provision of EPI (Expanded Program of Immunization Services)
on children 0-11 months
-  Issuance of sanitary permit & health certificate
-  Provide lists of cutting issuance/permit information
-  Feedback Mechanism



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