



COMMUNITY BASED MONITORING SYSTEM OFFICE (CBMSO)
 5th Floor City Hall Annex Building, Llorente Street, Quinale, Tabaco City
 Contact No.: 5088 (inter-office)
 Email Address: cbmstabaco@gmail.com

SERVICE	STEPS	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION
ISSUANCE OF INDIGENCE CERTIFICATE	1	Client presents Indigency Certificate	1 minute	1. Barangay Indigency Certificate	None	G2C	Simple
	2	Database Scanning	5 minutes				
	3	Issuance of Certification	4 minutes				
ISSUANCE OF SENIOR CITIZEN CERTIFICATE	1	Client presents BASCA Certification and Senior Citizen I.D	1 minute	1. BASCA Certification 2. Senior Citizen I.D	None	G2C	Simple
	2	Database Scanning	5 minutes				
	3	Issuance of Certification	4 minutes				
PROVIDES ASSISTANCE FOR RESEARCHERS/ STAKEHOLDERS	1	Client presents I.D with written request	1 minute	1. Letter Request 2. Valid Identification (I.D)	None	G2C G2G	Simple
	2	Data Processing	10 minutes				
	3	Provide soft/hard copy of data requested	5 - 20 minutes depends on bulk data				



PERSON VERIFIED AND INFORMATION OF MISSING INDIVIDUAL WITH CONFIDENTIALITY	1	Present I.D with written request	1 minute	1. Letter Request 2. Valid Identification (I.D)	<ul style="list-style-type: none"> • Elmer Brizuela • Anthony Belenzo • Maria Rosanna Gaytano 	None	G2C G2G	Simple
	2	Database Scanning	5 minutes					
	3	Issuance of Certification	4 minutes					
MAPPING	1	Client presents oral/written request - Brgy. Spot Map	1 minute	1. Brgy. Spot Map	<ul style="list-style-type: none"> • Christian Teresas • Jovet Buere • Christian Bognalos • Nikko Bolilan • Maria Rosanna Gaytano 	None	G2C G2G	Simple
	2	Mapping	1 - 3 days (will depend on the accuracy of Brgy. Spot Map)					
	3	Provide soft/hard copy of digitized spot map	5 - 20 minutes (Printing of Spot Map) 1 - 3 minutes copying of file to USB					