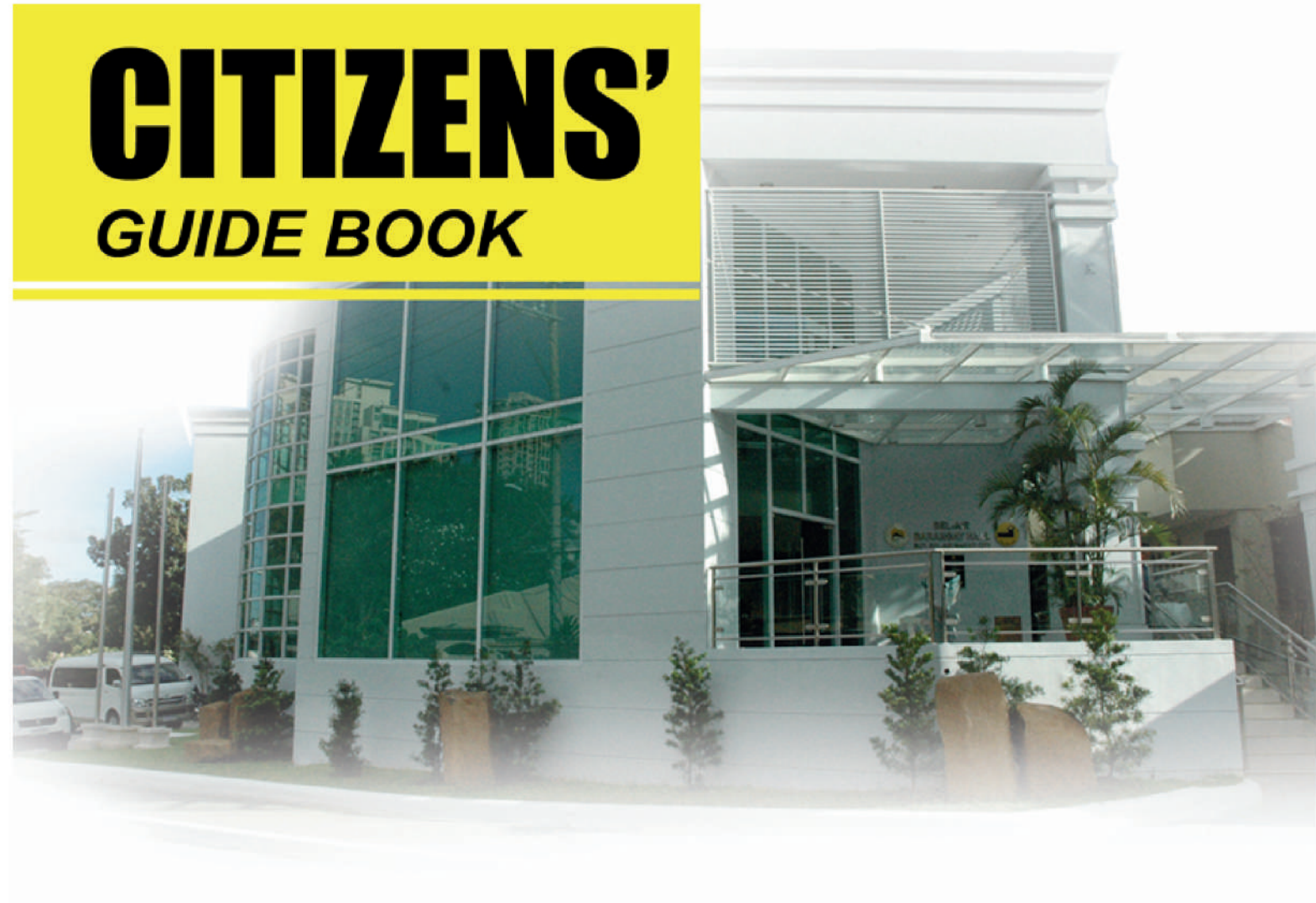




BARANGAY
BEL-AIR
CITY OF MAKATI

CITIZENS'
GUIDE BOOK



Hydra Street, Bel-Air Village, Makati City • Tel No. 8895-4011 / 8895-5563

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MISSION

We commit to responsible, accessible, and transparent governance, consistent with the values that are the pride of the BEL-AIR community.

We embrace the diversity that enriches our community and will constantly seek consensus, partnerships and synergies that will maximize our resources, involve our residents and ultimately enhance our community.

We shall continue to strengthen and build on BEL-AIR's culture of engagements, encouraging constant dialogue, active participation and mutual cooperation with other organizations within and outside of Makati City.

VISION

BEL-AIR will be a community of **DISTINCTION** and **EXCELLENCE**-peaceful, drug-free, environmentally-friendly and progressive - dedicated to the enrichment of the lives of its residents as well as its neighbors



MESSAGE

Welcome to Barangay Bel – Air!

We have provided you with a guidebook to acquaint you with the many services we offer our constituents. We at the Barangay hope you find it useful and inform you of the many ways we take care of you.

Very Truly Yours,

A handwritten signature in black ink, appearing to read 'C. Cervantes', written in a cursive style.

Cynthia D. Cervantes
Barangay Captain

BARANGAY COUNCIL



Cynthia D. Cervantes
Punong Barangay



Kevin Andrew T. Dionisio
Kagawad



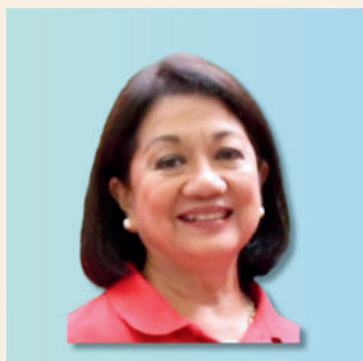
Joan O. Asuncion
Kagawad



Constancia Q. Lichauco
Kagawad



Ma. Bella R. Oposa
Kagawad



Maria Carmen R. Guerzon
Kagawad



Paolo Romaldo F. Pagulayan
Kagawad



Milagros S. Alora
Kagawad



Ma. Patricia B. Turcuato
Ingat-Yaman



Pia Redempta T. Manalastas
Kalihim

SK COUNCIL



CRISTINA ALEXANDRA G. CAMUS

SK Chairperson



MARGARITA DOMINIQUE M. BAUTISTA

SK Kagawad



OLIVIA PASCALE D.C. BANZON

SK Kagawad



DANIEL MARCO A. CUAJUNCO

SK Kagawad



MA. CARISSA ANICA D. DY

SK Kagawad



MARIE THERESE B. DE VILLA

SK Kagawad



CALISTA LARA L. JURILLA

SK Kagawad



TATYANA ALESSANDRA R. GARCIA

SK Kagawad



MARIA CHRISTA ARIANA D. DY

SK Treasurer



ISAAC PHILIP R. AGUILAR

SK Secretary

BEL-AIR VILLAGE

Bel-Air Village is the third subdivision developed by Ayala. The development, which started in 1957, was undertaken in four phases. The Village boundaries are: Estrella Street, EDSA, Jupiter Street, Nicanor Garcia (Reposo) Street, Kalayaan Avenue, Amapola Street. The total land area of Bel-Air Village is 78.7242 hectares, of which 64.6748 hectares is subdivided into 950 residential lots.

All properties located in the open (not fenced in) perimeter roads have been converted to controlled commercial zones. Consequently, a height restriction of 12 meters for edifices constructed along Jupiter Street is allowed, compared to only nine meters for residential houses inside the village. The other perimeter roads converted to commercial zones retain the nine-meter height limitation.

The significant commercial streets are Jupiter, Makati Avenue, Nicanor Garcia, Estrella, and portions of Neptune/Buli, Orion and Polaris Streets. (While various commercial areas) restaurants are the predominant establishments along Bel-Air's perimeter roads.

The village has two open space parks, one in Phase II, and the other in Phase III. The Association and Barangay offices are in the Phase III Park. The park in Phase II has an open air basketball court, playground equipment, and a pavilion. Phase III's park contains a covered basketball court, playground equipment, health gym, conference pavilion, and an employees' cooperative canteen.

It is in the Phase III Park where all the social affairs of the Barangay, including Community Day festivities, Bingo Socials, Valentine's Dance, KST Program, Easter Egg Hunt, and Trick or Treat events, are held. A regular event in the Covered Court is the Saturday Anticipated Mass, Christmas Eve, and New Year's Eve Masses. The conference pavilion has become the favorite of Makati City Hall for seminars.



SALCEDO VILLAGE

Salcedo Village, with a land area of 45 hectares, is the largest of the four Makati Central Business District (MCBD) areas under the jurisdiction of Barangay Bel-Air (the other MCBD areas are Ayala North Block, Ayala Triangle, and Buendia Extension Block). Developed in 1975, Salcedo Village now boasts of over 1.59 million square meters of total gross floor area distributed among 131 completed buildings.

Salcedo Village is managed by the Makati Commercial Estate Association (MACEA), whose General Manager is Jonathan C. David. Velasquez Park, in the heart of Salcedo Village, is a welcome oasis of greenery in the midst of this concrete jungle. Barangay Bel-Air provided playground equipment for the use of the children who live in the residential condominiums in the area.

The population of Salcedo Village surges during weekday working hours. During these times, over 15,500 employees work in the various corporations in the area. By the end of the day, the population shrinks to the 3,600 persons who reside in the Village.

Salcedo Village boasts of having the tallest building in the country, the newly completed Petron Center. Prior to the completion of this building, the 55-storey PCom Building was the tallest structure, soaring to a height of 232.56 meters.

Several houses of worship can be found within Salcedo Village, including the International Baptist Church, the Jewish Synagogue, the Church of Jesus Christ of the Latter Day Saints, and the Asian Center for Christian Ministry.



DEPARTMENT / OFFICE :

BARANGAY CLEARANCE SECTION & CASHIER

FRONTLINE SERVICE OFFERED :

Individual Barangay Clearances & Certifications

PERSON/S ELIGIBLE TO AVAIL OF FRONTLINE SERVICES:

Barangay Clerk - Barangay Clearance Section & Cashier

OFFICE / SERVICE SCHEDULE :

8:00 A.M. to 5:00 P.M.

DOCUMENTS AND FORM REQUIRED :

1. Filled-up Individual Clearance Form
(Forms available in the Lobby Receiving area)

2. Community Tax Certificate
(Residence Certificate/Cedula) for the Current Year

3. Proof of Residency, I.D. Card with Address,
Certification from the Building Administrator

1. INDIVIDUAL BARANGAY CLEARANCE

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|--|--|--|------|---|
| 1 | a. Fill-up Individual Clearance Form. b. Present the above stated requirement | a. Checks the filled-up form for complete details (complete name with middle initial, age, birth date, complete address). b. Verify the authenticity of the Resident Certificate, I.D card, and the Certification from Admin Building | Barangay Clerk - Barangay Clearance Section | NONE | 1 minute |

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|---|---|-----------------------|--|---|
| 2 | Present to the Cashier the Individual Clearance Form | Accept payment and issues Official Receipt/s | Cashier | <p>It depends on the type of clearance requested:</p> <p>Student Php50.00</p> <p>Employment Php50.00 Residency Php50.00</p> <p>Postal ID Php50.00</p> <p>Loan Php50.00</p> <p>Marriage Php50.00</p> <p>Bank Php50.00</p> <p>Senior Citizen FREE</p> <p>Indigent & PWD FREE</p> <p>Others..... Php100.00 ·Immigration ·Firearms License ·Certification of Business Closure ·Certification of Residency Certification of Fire Victim</p> | 2 minutes |

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|--|--|--|------|---|
| 3 | Submit all the necessary requirements together with the Official Receipt/s | a. Encode entries and details b. Printing of Clearance c. Signing and Sealing of documents | Barangay Clerk - Barangay Clearance Section | | 2 minutes |

2. RENEWAL OF INDIVIDUAL BARANGAY CLEARANCE

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|--|--|--|---------------|---|
| 1 | a. Fill up the Forms b. attached the old Barangay Clearance | Check the data in application forms and Verify the old Barangay Clearance | Barangay Clerk - Barangay Clearance Section | | 1 minute |
| 2 | Pay the corresponding fee | Accept payment and issue official receipt/s | Cashier | Same as above | 2 minutes |
| 3 | Submit Application Forms and Old Barangay Clearance together with the Official Receipt/s | a. Search the previous data b. Printing of Clearance c. Signing and Sealing of documents | Barangay Clerk - Barangay Clearance Section | | 2 minutes |

BARANGAY CLEARANCE APPLICATION **FOR NEW BUSINESS**

DEPARTMENT / OFFICE :

BARANGAY CLEARANCE SECTION & CASHIER

FRONTLINE SERVICE OFFERED :

Barangay Clearance for Business Permit
NEW BUSINESS for Corporations and Other
Juridical Entities

PERSON/S ELIGIBLE TO AVAIL OF FRONTLINE SERVICES

Barangay Clerk - Barangay Clearance Section & Cashier

OFFICE / SERVICE SCHEDULE :

8:00 A.M. to 5:00 P.M.

DOCUMENTS AND FORM REQUIRED :

1. Filled-up Barangay Business Clearance Permit
Application Form (Application Forms is available at the
Information Desk)
2. DTI / SEC Registration
3. Contract of Lease / Torrens / Transfer Certificate of Title (TCT)
4. Certification from the Building Administrator
5. Lessors Permit
6. Vicinity Map (Sketch of Business location)

NEW-BUSINESS for Corporations and other Juridical Entities

a. Corporations, Partnerships, Single Proprietorships, Representative Offices, Dental and Medical Clinics, Business and Law Offices and Real Estate Lessors

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|---|---|---|---|---|
| 1. | a. Fill up Business Application Forms b. Present the following documents: <ul style="list-style-type: none"> • Photocopy of DTI / SEC Registration including the by-laws and Articles of Incorporation • Contract of Lease • Lessor's Barangay Clearance • Sketch of Business Location | Check and verify all the documents submitted and encode assigned business plate numbers | Barangay Clerk - Barangay Clearance Section | | 2 minutes |
| 2. | Pay the corresponding fee | Accept payment and issue official receipt/s | Cashier | 1. FEES depends on the Paid-Up Capital as indicated in the Articles of Incorporation 50,000.00 below Php 200.00 50,001.00to100,000.00 Php 300.00 100,001.00 to 250,000.00 Php400.00 250,001.00 to 500,000.00 Php500.00 500,001.00 to 1M Php.1,000.00 1,000,001.00 to 5M Php1,500.00 5,000,001.00 and above Php2,000.00 Business Plate Php. 500.00 Sticker Php. 200.00 Lost Business Plate Php 1,000.00 2. Foundations, Non-Stock, Non-Profit Corporations and other similar juridical entities the FEE shall be a flat rate of Php. 1,000.00 | 2 minutes |

| | | | | | |
|---|---|--|--|--|-----------|
| 3 | Submit Application Forms and all documents together with the Official Receipt/s | <ul style="list-style-type: none"> a. Encode entries and details b. Printing of Clearance c. Signing and Sealing of Documents d. Release the New Business Plate together with the Barangay Clearance | Barangay Clerk - Barangay Clearance Section | | 2 minutes |
|---|---|--|--|--|-----------|

RENEWAL OF BARANGAY BUSINESS CLEARANCE

*Barangay Clearance is required yearly. Failure to renew Barangay Clearance will be charged the same amount for every unpaid year/s

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|--|--|--|--|---|
| 1 | Present the following documents: a. Photocopy of previous Barangay Clearance b. Photocopy of Lessor's Barangay Clearance c. Application form (2 copy) | <ul style="list-style-type: none"> a. Review/ assess and verify the previous Barangay Clearance, Lessor's Clearance And Application forms b. Encode business plate numbers in the computer to get the corresponding amount then submit it to the cashier | Barangay Clerk - Barangay Clearance Section | | 2 minutes |
| 2 | Pay the corresponding fee | Accept payment and issue official receipt/s | Cashier | Same as previous Barangay Fee with additional charge of Php. 200 for the sticker | 1 minute |
| 3 | Return the documents to encoding section | <ul style="list-style-type: none"> a. Encode the Business Plate Numbers and Print b. Signing and Sealing of documents c. Release the Barangay Clearance | Barangay Clerk - Barangay Clearance Section | | 1 minute |

MISCELLANEOUS BARANGAY CLEARANCES

DEPARTMENT / OFFICE :
BARANGAY CLEARANCE SECTION & CASHIER

FRONTLINE SERVICE OFFERED :
Miscellaneous or other Barangay Clearances

PERSON/S ELIGIBLE TO AVAIL OF FRONTLINE SERVICES
Barangay Clerk - Barangay Clearance Section & Cashier

OFFICE / SERVICE SCHEDULE :
8:00 A.M. to 5:00 P.M.

- DOCUMENTS AND FORM REQUIRED :
- a. Request Letter
 - b. Clearance from NOBLA/MACEA/BAVA
 - c. Floor Plan

A. Issued for Demolition, Excavation, New Construction, Occupancy Permit, Renovation, Installation of Cell Sites and other activities within the jurisdiction of Barangay Bel-Air

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|---|---|------------------------------|------|---|
| 1 | Proceed to 2nd Floor and submit letter of request to the Barangay Captains' Secretary | a. The Barangay Captains' Secretary will received the letter of request and forwarded it to the Office of the Barangay Captain and the Barangay Secretary will advise the requestor to proceed to the Ground Floor for the Assessment | Office of Barangay Secretary | | 1 minute |

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEES INCHARGE | FEES | | | DURATION OF PROCESS |
|---------|---|--|---|---|--|--|------------------------|
| | | | | Particulars | Residential | Commercial | (Per Procedure) |
| 2 | Submit all the necessary requirements | <ul style="list-style-type: none"> Check and assess the following documents: a. Request Letter duly received from the office of the Barangay Captain b. Clearance from NOBLA/MACEA/BAVA c. Floor Plan • Compute the billing for other miscellaneous clearance | Barangay Clerk - Barangay Clearance Section | Demolition Excavation New Construction Additional Floor Occupancy Renovation (Minor Works) (Major Works) Construction of Parking Space | Php. 500 Php. 1,000 Php. 1,000 Php. 200 Php. 500 Php. 500 Php. 1,000 Php. 1,000 Php. 1,000 | Php. 2,000 Php. 3,000 Php. 3,000 Php. 500 Php. 1,000 (Building) Php. 500 (Unit) Php. 1,000 (Building) Php. 500 (Unit) Php. 1,000 | 2 minutes |
| 3 | Proceed to the Cashier for payment | Accept payment and issue official receipt/s | Cashier | Refer to the corresponding assessment billing | | | 1 minute |
| 4 | Wait for the Barangay Certificate/Clearance | a. Encode the necessary data b. Signing and sealing of documents c. Release the Barangay Clearance | Barangay Clerk - Barangay Clearance Section | | | | 2 minutes |

DEPARTMENT / OFFICE
BARANGAY CLEARANCE SECTION/CASHIER/LEGAL SECTION OR
ASSISTANT TO THE BARANGAY SECRETARY

FRONTLINE SERVICE OFFERED:

Barangay FEES/ application for Barangay Clearance/ Resolution for Construction, Installation and Operation of (Indoor or Outdoor) Antena of Cell sites Network Services

Fiber Optic Cables (Globe/Smart/Sun) Telecom/Satellite Dish

PERSON/S ELIGIBLE TO AVAIL OF FRONTLINE SERVICES

BARANGAY CLEARANCE SECTION/CASHIER/LEGAL SECTION OR ASSISTANT TO THE BARANGAY SECRETARY

OFFICE / SERVICE SCHEDULE : 8:00 A.M. to 5:00 P.M.

DOCUMENTS AND FORM REQUIRED

1. Letter of request address to Barangay Captain
2. Authorization on its duly authorized contractor
3. Clearance/Permit from MACEA/NOBLA

4. Contract of Lease
5. Corporate Secretary's Certificate
6. Certification from the Property Manager of the Building
7. Certification issued by the Building Administrator that the Tenants of the said Building have given their consent and interpose no objection to the installation of cell site antenna
8. Radiofrequency Radiation Protection Evaluation Report from the Bureau of Health Devices & Technology of the Department of Health
9. Height Clearance Permit No. T-1376-07 of the Air Transportation Office (ATO) of the Department of Transportation Office (DTO) of the Department of Transportation and Communications (DOTC)
10. Certification Issued by the National Telecommunications Commission (NTC)
11. Order Issued by the National Telecommunications Commission (NTC) on Certificate of Public Convenience and Necessity
12. Sworn Undertaking
13. Transmission Location Sketch, Overview of In-Building distributed Antenna System And Perspective View of the Cell site Antenna Installation
14. Transfer Certificate of Title issued by the Registry of Deeds for Makati, Metro- Manila
15. Certificate of Incorporation issued by the Securities and Exchange Commission

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|---|---|---|--|---|
| 1 | Proceed to 2nd Floor and submit letter of request to the Barangay Captains' Secretary | a. The Barangay Captains' Secretary will received the letter of request and forwarded it to the Office of the Barangay Captain and the Barangay Secretary will advise the requestor to proceed to the Ground Floor for the assessment and evaluation of the documents required by the law | Office of Barangay Secretary | | 1 minute |
| 2. | Proceed to Assessment and present the received letter of request | Evaluate and assess the documents and compute the billing | Barangay Clerk - Barangay Clearance Section | Installation of Cell sites: Indoor Php. 2,000 Outdoor Php. 5,000 | 2 minutes |

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---|--|--|--|---|--|
| 3 | Proceed to Legal Section or assistant of the Barangay Secretary for the documents and requirements | <p>a. The Legal Section or the Assistant of the Barangay Secretary will give the list of the documents required;</p> <p>b. Check the requirements/ documents</p> <p>c. check the schedule of Sangguniang Barangay Session and include it the Agenda</p> <p>d. she will advised the client/ tax payer on the dates to be released because it should pass on the Barangay Council Meeting for an Approval of Barangay Resolution</p> | Legal Section or Assistant of the Barangay Secretary | | Depends on the documents submitted and discussion with the tax payer/ client |
| **If the tax payer were able to complete and submit all the documents and the Barangay Resolution were being approved by the Barangay Council | | | | | |
| 4 | Proceed to the Cashier for payment | Accept payment and issue official receipt/s | Cashier | Depends on the assessment billing given | 1 minute |
| 5 | Submit all the documents together with the Official Receipt/s | Issue the Barangay Clearance together with the Approved Barangay Resolution | Barangay Clerk - Barangay Clearance Section | | 1 minute |

ADVERTISEMENT

Billboards, Sign Boards, Neon Signs and other Outdoor Advertisements

DEPARTMENT / OFFICE: BARANGAY CLEARANCE SECTION & CASHIER

FRONTLINE SERVICE OFFERED: Barangay Fees for Advertisements

PERSON/S ELIGIBLE TO AVAIL OF FRONTLINE SERVICES

Barangay Clerk - Barangay Clearance Section & Cashier

OFFICE / SERVICE SCHEDULE: 8:00 A.M. to 5:00 P.M.

DOCUMENTS AND FORM REQUIRED

1. Letter of Request addressed to the Barangay Captain
2. Clearances from NOBLA/MACEA/BAVA
3. Design and Lay-out

The Barangay may levy the following fees and charges on Billboards, Sign boards, Neon Signs and Other Outdoor Advertisements;

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|--|---|--------------------------------------|---|--|
| 1 | Proceed to 2nd Floor and submit letter of request to the Barangay Captain's Secretary | The Barangay Captain's Secretary will receive and stamped the letter of request and pass it to the Office of the Barangay Captain and will advise the requestor where to go next. | Office of Barangay Secretary | | 1 minute |
| 2 | Proceed to Assessment window | Indicate the amount to be paid *For the use of Electric Neon Lights for the above Billboards, an additional amount of Php50.00 per square meter or fraction thereof may be imposed.* | Admin Aide IV [Assessment In-charge] | Kind of Advertisements Annual Permit Fee (per square meter) Billboard/Signboard Single Faced Php100.00 Double Faced 200.00 Billboards /Signboards for Professional Services Php 200.00 Advertisement painted on building or structure Php 200.00 Signage for Company Identification Php 500.00 | 2 minutes |
| 3 | After the Assessment proceed to the Cashier for payment and pay the corresponding FEE | Received the payment, issue official receipt and release the clearance | Admin Officer II [Cashier] | NONE | |
| 4 | Present the Official Receipt to the Assessment Officer and wait for the release of the Clearance | Prepare the clearance and release | Admin Aide IV [Assessment In-charge] | NONE | |

DEPARTMENT / OFFICE: CASHIERING DEPARTMENT

FRONTLINE SERVICE OFFERED:

BARANGAY FEES FOR ADVERTISEMENTS BY MEANS OF MOTORCADES, BALLOONS, KITES AND OTHERS

PERSON/S ELIGIBLE TO AVAIL OF FRONTLINE SERVICES :

OFFICE / SERVICE SCHEDULE : 8:00 A.M. TO 5:00 P.M.

DOCUMENTS AND FORM REQUIRED :

1. LETTER OF REQUEST ADDRESSED TO THE BARANGAY CAPTAIN
2. CLEARANCES FROM NOBLA/MACEA/BAVA
3. DESIGN AND LAY-OUT

| STEPS # | CLIENT/ TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCESS (Per Procedure) |
|---------|---|---|---|---|--|
| 1 | Proceed to 2nd Floor and submit letter of request to the Barangay Captain's Secretary | The Barangay Captain's Secretary will receive and stamped the letter of request and pass it to the Office of the Barangay Captain and will advise the requestor where to go next. | Admin Officer IV | NONE | 1 minute |
| 2 | Proceed to Assessment window | Indicate the amount to be paid | Admin Aide IV [Assessment In-charge] | Per day or fraction thereof Php100.00 Per week of fraction thereof 100.00 Per month 300.00 *Privilege panels shall be subject to one half (1/2) of the rates herein prescribed* | |

(Signs, Sign Boards, Advertisements and other Signages displayed at the place where the business or profession is conducted or displayed as well as any public utility vehicles shall be exempted from the above impositions)

DEPARTMENT / OFFICE: Legal Department

FRONTLINE SERVICE OFFERED: Barangay Court / Barangay Complaint Filing FEE

PERSON/S ELIGIBLE TO AVAIL OF FRONTLINE SERVICES :

OFFICE / SERVICE SCHEDULE: 8:00 A.M. to 5:00 P.M.

DOCUMENTS AND FORM REQUIRED :

1. Filled-up Barangay Complaint Form (from Tanod/Bantay-Bayan Office)
2. Statement of Complainant
3. Personal Identification of the Complainant
4. Official Receipt of the Complainant's filed Complaint

| STEPS # | CLIENT/TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCES (Per Procedure) |
|---------|---|---|--|-------------------------|------------------------------------|
| 1 | Complainant shall proceed to the Tanod/Bantay-Bayan Office to file his/her blotter and complaint. | Tanod/Bantay-Bayan Desk Officer will receive and put into blotter the complaint. (If ever the complaint needs the advice of the Paralegal Officer the complainant will be escorted by the Tanod/ Bantay-Bayan Officer to the OBC.) | Tanod/Bantay-Bayan Desk Officer Admin Officer III Paralegal Officer | NONE NONE | 1 |
| 2 | Proceed to Barangay Hall for Paralegal Officers advise | She will advise the complainant to file the complaint and pay the FEE | Admin Officer III Paralegal Officer | NONE | 2 |
| 3 | Proceed to Tanod/Bantay-Bayan Office | Tanod/Bantay-Bayan Desk Officer to give Complaint form, attached all necessary documents such as, statement of the complainant, ID, Medical Certificate if needed and other attachments. | TD/BB Desk Officer | Complaint FEE Php200.00 | 3 |
| 4 | Fill-up Complaint Form and pay the corresponding FEE | Issue Official Receipt and forward the complaint to the Office of the Barangay Captain (photocopy all the documents) documents will be checked by the Tanod Head | TD/BB Desk Officer | NONE | |
| 5 | Finish and will just wait for a call when will the hearing schedule be. | Receive the Complaint together with all documents, check if complete with details such as contact numbers of both the Complainant and the Respondent. Schedule the hearing | Admin Officer III [Legal Department] | NONE | |

DEPARTMENT / OFFICE: Cashiering

FRONTLINE SERVICE OFFERED: Barangay FEES/ Tree Cutting & Balling FEE (with DENR permit)

PERSON/S ELIGIBLE TO AVAIL OF FRONTLINE SERVICES :

OFFICE / SERVICE SCHEDULE : 8:00 A.M. to 5:00 P.M.

DOCUMENTS AND FORM REQUIRED:

1. Letter of request address to Barangay Captain
2. DENR Permit
3. Clearance form BAVA/MACEA/NOBLA
4. Structure Plan

| STEPS # | CLIENT/TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCES (Per Procedure) |
|---------|--|---|--------------------|------|------------------------------------|
| 1 | Proceed to 2nd Floor and submit letter of request to the Office of the Barangay Captain | She will receive the letter of request and forward the letter of request to the Barangay Captain who will approve | Admin Officer IV | NONE | |
| 2 | Proceed to Assessment window and submit the received letter of request together with the clearance from either BAVA/ MACEA/ NOBLA Clearance and the Plan | Check, verify the authenticity of the clearance and other documents submitted. Indicate the amount to be paid. | | | |

SENIOR NATIONAL I.D. (WHITE)

QUALIFICATIONS:

- At least 60 years old at the time of application
- Must be a Filipino Citizen or with Dual Citizenship
- Actual/Current Makati City resident

REQUIREMENTS FOR NEW APPLICANT:

- Birth Certificate (PSA or LCR /Original and Photocopy) or Valid Philippine Passport
- Marriage Contract for Female Applicant (If Married or widow)
- Latest 2 pcs. 1x1 I.D. Photo (with WHITE BACKGROUND) taken not more than 6 months
- Barangay Clearance and Condo Certification (for Salcedo, Malugay & Jazz Residents only)
- Long Brown Envelope

*for Senior with Dual Citizenship

- Submit DFA Oath of Allegiance

| STEPS # | CLIENT/TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCES (Per Procedure) |
|---------|--|---|--------------------|------|------------------------------------|
| 1 | Fill out forms and attached all required documents | Check details and evaluates for completeness | Brgy. Staff | free | 3 minutes |
| 2 | Transmit application forms for I.D. Processing | Received application forms with complete requirements | MAC Coordinators | free | 3 minutes |
| 3 | Delivery of Senior Citizen national I.D. together with the medicine and grocery booklets | | MAC Coordinators | free | 2-3 weeks |

BLU CARD BENEFITS TAGGING

*Must be a 2 Years Registered Voter of Makati

REQUIREMENTS FOR NEW APPLICANT:

- Latest COMELEC VOTERS CERTIFICATION
- Fully Verified GCash Account of the applicant (Profile Screenshot)
- Makatizen Card, Makatizen Virtual Card or Makatizen Completed Online Registration Screen Shot
- Birth Certificate / Passport
- Marriage Contract (If Married) AND for Widow Female applicant (who will use surname of late husband)
- Latest 2 pcs. 1x1 Photo of Applicant
- Barangay Clearance and Condo Certification (for Salcedo, Malugay & Jazz Residents only)
- Senior White Card or Yellow Card or any two (2) Valid IDs bearing the Makati address (for Senior Citizen who are 80 years old and above without Comelec Certificate)
- Long Brown Envelope

| STEPS # | CLIENT/TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCES (Per Procedure) |
|---------|---|--|--------------------|------|------------------------------------|
| 1 | Fill out forms and attached all required documents | Check details and evaluates for completeness | Brgy. Staff | free | 3 minutes |
| 2 | Home visitation Interview and validation of residency | Transmit application forms for encoding | MAC Coordinators | free | 3-5 days |
| 3 | Benefits checking | | MSWD | free | - |

PERSON WITH DISABILITY (PWD)

Qualifications:

1. Must be a Filipino Citizen
2. Must be a registered voter and

Actual / current resident of the City of Makati for the past six (6) months or his/her parents or guardian.

REQUIREMENTS FOR NEW AND RENEWAL:

- Latest 6 pcs. 1x1 photo AND 1 pc 2x2 photo of Applicant
- Latest COMELEC CERTIFICATION (for minors-Voter Certificate of Parents/guardian are required)
- Birth Certificate (if minor)
- Duly accomplished PWD Profile Sheet
- Medical Certificate with Classification of Disability
- Certification of Disability signed by Brgy. Health Center Physician
- Barangay Clearance and Condo Certification (for Salcedo, Malugay & Jazz Residents only)
- Long Brown Envelope

| STEPS # | CLIENT/TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCES (Per Procedure) |
|---------|---|--|--------------------|------|------------------------------------|
| 1 | Fill out forms and attached all required documents | Check details and evaluates for completeness | Brgy. Staff | free | 3 minutes |
| 2 | Home visitation Interview and validation of residency | Transmit application forms for encoding & printing of I.D. | MAC Coordinators | free | 3-5 days |
| 3 | Delivery of PWD I.D. | | MAC Coordinators | free | 2 weeks |

SOLO PARENT

REQUIREMENTS FOR NEW AND RENEWAL

- Latest COMELEC CERTIFICATE
- Barangay Certificate (original) and Condo Certification (for Salcedo, Malugay & Jazz Residents only)
- Latest Income Tax Return (Photocopy)
- Affidavit of Solo Parent
- Affidavit of Single Parent (18th flr –Makati City Hall)
- Death Certificate of Spouse
- Court Declaration of Annulment /Legal Separation (Photocopy)
- Others: _____
- Birth Certificate of child/children 17 years old and below (Photocopy)
- 2 pcs. 1x1 picture of applicant (original)
- Latest picture of child/children with the applicant (original)
- PWD ID (if with disability)
- Others: _____
- School ID / School Card / School Registration (any of the following)
- Long Brown Envelope

| STEPS # | CLIENT/TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCES (Per Procedure) |
|---------|--|--|--------------------|------|------------------------------------|
| 1 | Fill out forms and attached all required documents | Check details and evaluates for completeness | Brgy. Staff | free | 3 minutes |
| 2 | Home visitation Interview and validation of residency | Transmit application forms for encoding & printing of I.D. | MAC Coordinators | free | 3-5 days |
| 3 | Delivery of Solo Parent I.D. | | MAC Coordinators | free | 2 weeks |

MAKATIZEN CARD

REQUIREMENTS FOR NEW APPLICANT:

- Fully verified GCash App account under the name of the applicant
- Vote's Certificate from COMELEC

Note: Should be an active voter

- Personal E-mail Address (active)
- Barangay Certificate of Residency issued specifically for the purpose of Makatizen Card application
- One (1) valid government ID

FOR RENEWAL:

- Expired Card
- One (1) valid government issued ID

FOR LOST:

- Affidavit of Lost
- Valid I.D.
- Payment of P450 (for Non-Senior) P317 (for Senior/PWD)

| STEPS # | CLIENT/TAX PAYER | SERVICE PROVIDER | EMPLOYEE IN-CHARGE | FEES | DURATION OF PROCES (Per Procedure) |
|---------|---|--|--|------|------------------------------------|
| 1 | Provide all requirements and proceed to Makatizen Card Application Area Makati Web Portal | Check details and evaluates for correctness and completeness | MakatizenCard Helpdesk personnel/ Ushers | none | 5 minutes |
| 2 | Home visitation Interview | Validation of residency | MAC Coordinators | none | 1 week |
| 3 | Check email for Data Capturing and biometrics schedule | Data validation and approval | Makatizen Card Data Encoders | none | 2 weeks |
| 4 | | Printing of Cards | Public Private Partnership (PPP) | none | 56 days (maximum) |
| 5 | Issuance of acknowledgement and claim stub | Received transmittal | MAC Coordinators | none | 1 day |
| 6 | Makatizen Card pick up details | Received email | Makatizen Card Personnel | none | 1 week |

BARANGAY FACILITIES



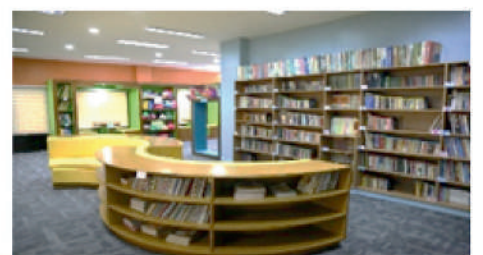
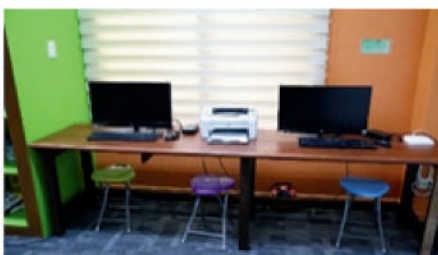
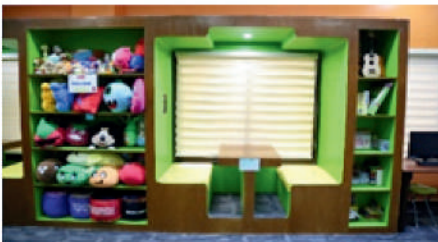
BEL-AIR VILLAGE CLINIC @ BEL-AIR PARK III
OPERATION HOURS: 8:00AM-5:00PM



SALCEDO VILLAGE CLINIC @ JAIME VELASQUEZ PARK
OPERATION HOURS: 8:00AM-5:00PM



MERCURY DRUG STORE @ BEL-AIR PARK III



CHILDREN'S LIBRARY & ACTIVITY CENTER
OPERATION HOURS: 9:00AM-6:00PM



PLAYGROUND @ BEL-AIR PARK III



PLAYGROUND @ JAIME VELASQUEZ PARK



BASKETBALL COURT @ BEL-AIR PARK III



BASKETBALL COURT @ BEL-AIR PARK II



BEL-AIR VILLAGE CCTV ROOM



SALCEDO VILLAGE CCTV ROOM



FIRE TRUCK @ BEL-AIR PHASE II



FIRE TRUCK @ BEL-AIR PHASE III



EMERGENCY RESPONSE VEHICLES



E-JEEP SERVICES (LIBRENG SAKAY)

The Barangay has 2 E – Jeeps that provide constituents free transportation around Bel – Air and Salcedo Villages.
E – Jeep 1: 7:00 AM to 3:00 PM || E – Jeep 2: 9:00 AM to 5:00 PM



BARANGAY BEL-AIR ADMIN STAFF ORGANIZATIONAL CHART



LICHAUCO, PATRICIA W.
SUPERVISING ADMIN. OFFICER
CHIEF - OF - STAFF



PACLEB, JANNY M.
-SUPERVISING ADMIN. OFFICER
- PROCUREMENT OFFICER



TAÑO, MA. MYLEEN M.
- EXECUTIVE ASSISTANT III
- BRGY. BOOKKEEPER



SAN MATEO, MA. CORAZON B.
- ADMIN. OFFICER V
- ASST. BARANGAY SECRETARY
- ARTS & CULTURE COORDINATOR



DEL ROSARIO, DAN IRVIN C.
- EXECUTIVE ASSISTANT II
- IT CONSULTANT



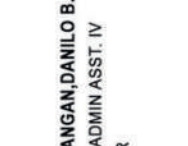
INGALLA, EDNA LIZ M.
- EXECUTIVE ASSISTANT II
- PAYROLL CLERK



FUENTES, AMALIA B.
-EXECUTIVE ASSISTANT III
- BRGY. AUDITOR



VILLONES, MARIO FRANCISCO R.
- EXECUTIVE ASSISTANT II
- ACCOUNTING STAFF



DIMACULANGAN, DANILO B.
- SENIOR ADMIN ASST. IV
- CASHIER



RODRIGUEZ, AILEEN D.
- SENIOR ADMIN. ASST. III
- SOCIAL SERVICE COORDINATOR
- SENIOR & PWD COORDINATOR



ARCAÑA, JEFFER D.
- SENIOR ADMIN ASST. II
- ACCOUNTING STAFF



CABRAL, CARMELITO JR. P.
- SENIOR ADMIN ASST. II
- ACCOUNTING STAFF



CAPILI, HANNA KATRINA G.
- SENIOR ADMIN ASST. II
- HEALTH & SANITATION COORDINATOR
- BARANGAY HEALTH WORKER



MURILLO, JIMMY S.
- SENIOR ADMIN ASST. II
- SALCEDO I.D. ENCODER



SALAZAR, ANTONIO E.
- SENIOR ADMIN ASST. I
- DRIVER



ORTEGA, MARIE PAZ A.
- ADMINISTRATIVE ASSISTANT V
- BARANGAY CLERK
- LUPON CLERK



EVANGELISTA, MARIANO JR. G.
- SENIOR ADMIN ASST. I
- BARANGAY MESSENGER



BUSTAMANTE, KEVIN LOUIS P.
- ADMINISTRATIVE ASSISTANT VI
- CLEARANCE CLERK



DILOY, RUTH S.
- ADMINISTRATIVE ASSISTANT VI
- BOMS ENCODER



SALAZAR, ERNESTO E.
- ADMINISTRATIVE ASSISTANT VI
- DRIVER



SEROTE, ENRIQUE C.
- ADMINISTRATIVE ASSISTANT VI
- BARANGAY MESSENGER



VILLALFLOR, RAYMUNDO G.
- ADMINISTRATIVE ASSISTANT V
- BARANGAY MESSENGER



PARMISANO, GENILYN C.
- ADMINISTRATIVE ASSISTANT II
- CLEAN & GREEN COORDINATOR



VILLEGAS, NIÑA RICA C.
- ADMINISTRATIVE ASSISTANT II
- I.T. ASSISTANT



LORILLA, EZRA JEREMIAH D.
- ADMINISTRATIVE AIDE III
- S.K. COORDINATOR



PAZ, CATHERINE F.
- ADMINISTRATIVE AIDE III
- SENIOR & PWD COORDINATOR
- KASAMBAHAY DESK OFFICER



RAGADIO, DENNIS ARVIN A.
- ADMINISTRATIVE AIDE III
- SALCEDO COMMUNITY COORDINATOR
- INFRASTRUCTURE COORDINATOR



BEL-AIR VILLAGE ASSOCIATION, INC. (BAVA)

President: Mr. Arthur Asuncion

Gen. Manager: OIC Renalyn Salazar

#40 Solar Street, Bel-Air Village III, Makati City

Tel. No.: 8954011



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC. (MACEA)

President: Atty. William V. Coscolluela

Gen. Manager: Mr. Paul Getty E. Granada

Washington Sycip Park, Legaspi Village, Makati City

Tel. No.: 813-2446 / 810-3054 / 810-3194



NORTH BUENDIA LOT OWNERS' ASSOCIATION (NOBLA)

OIC: Atty. Senen D. Baccay

MAPUA Bldg., #333 Sen. Gil Puyat Avenue, Makati City

Tel. No.: 891-0843 / 8910754 / 891-1452

BARANGAY BEL-AIR EMERGENCY HOTLINES:

LIFELINE AMBULANCE DIRECT LINES: 16-911 / 88392525

MAKATI CITY FIRE STATION: 88185150

BARANGAY TRUNKLINE: 88954011

SALCEDO HEALTH CLINIC: 83592107

MAKATI HOTLINE: 168 OR 8236-5790

MAKATI LIFE MEDICAL CENTER: 0917-6585433 / 0947-9907362

SECURITY STATIONS

BARANGAY TANOD / SECURITY OFFICE: 84051247 / 88965269

TANOD SUB STATION 3 - JAIME VELASQUEZ PARK: 83592136

Barangay Tanod Head: **Mr. Marcos A. Paras**

BAVA Security / Freeport Security

88954011 loc. 230 & loc. 247

Chief Security Officer: **Michael Inobacan**

Asst. Det. Cmdr.: **Reynaldo Mingo**

MACEA Security

88132446/88132447

Website: www.barangaybelair.com

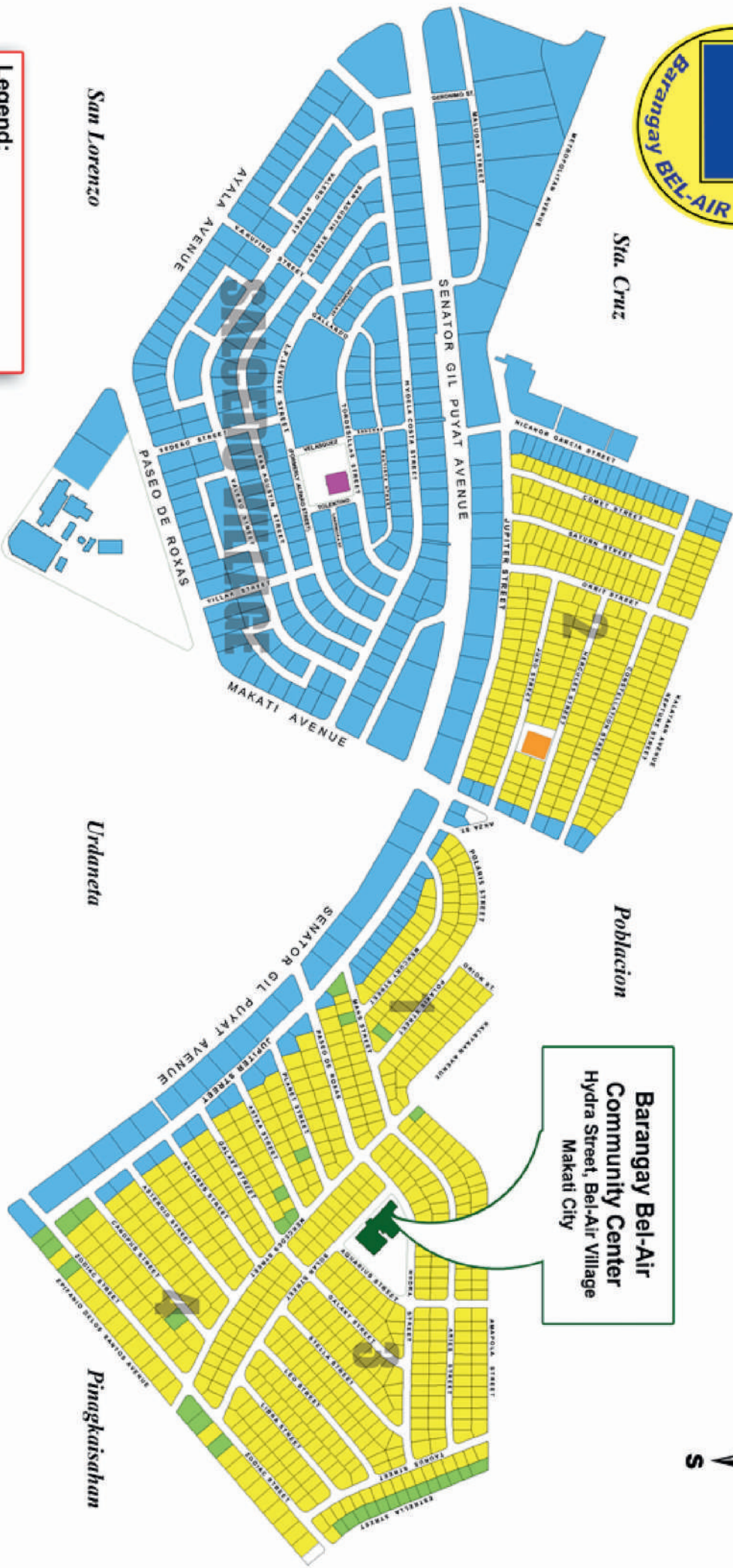
Facebook Page: <https://www.facebook.com/barangay.belair>



MAP OF BARANGAY BEL-AIR



Barangay Bel-Air
Community Center
Hydra Street, Bel-Air Village
Makati City



Legend:

- Residential Areas
- Commercial Areas
- Barangay Office
- Barangay Fire Station
- Salcedo Satellite Office
- Vacant Lot

The whole Salcedo Village, Malugay Area and both sides of Makati Avenue and Sen. Gil Puyat Avenue extension are commercial areas. The rest of Bel-Air 1, 2, 3 & 4 are residential.