



BARANGAY BEL-AIR

NEW RENEWAL

DATE APPLIED: _____

ID NO: _____

OR NO: _____

AMOUNT: _____

ADMINISTRATIVE PERSONNEL

HOUSE ENGINEER

MAINTENANCE/JANITOR
PERSONNEL

COURTESY ID APPLICATION FORM (SALCEDO VILLAGE)

LAST NAME

FIRSTNAME

MIDDLE NAME

BUILDING NAME: _____

STREET NO: _____ STREET: _____

BIRTHDAY: _____ AGE: _____ WEIGHT _____ LBS HEIGHT: _____

PHONE NO: _____ GENDER: MALE FEMALE STATUS: _____

NATIONALITY: _____ BLOOD TYPE: _____

OCCUPATION: _____

PLACE OF BIRTH: _____

MANILA ADDRESS: _____

PROVINCIAL ADDRESS: _____

NOTIFICATION: (PERSON TO NOTIFY IN CASE OF EMERGENCY)

NAME: _____

CONTACT NO: _____

REQUIREMENTS:

PLEASE BRING THE FOLLOWING AS PROOF THAT YOU ARE QUALIFIED FOR THE COURTESY ID OF THE BARANGAY.

A. CERTIFICATION FROM THE PRESIDENT/BOARD MEMBER/DIRECTORY OF THE CONDOMINIUM WHERE YOU HAVE SERVED AT LEAST THREE (3) YEARS, STATING YOUR POSITION, AND ENDORSING YOUR APPLICATION FOR A COURTESY ID.

B. PHOTOCOPY OF (PASSPORT, SSS, GSIS, DRIVER'S LICENSE, ETC.)

C. ID COST- P125.00 / EXPIRATION- ONE (1) YEAR



BARANGAY BEL-AIR

RULES FOR COURTESY ID FOR THE SALCEDO CONDOMINIUMS

WHO MAY AVAIL OF BBA IDs?

“COURTESY” IDs MAY BE ISSUED TO NON-RESIDENTS OF BARANGAY BEL-AIR WHO ARE EMPLOYED BY RESIDENTIAL CONDOMINIUM CORPORATION LOCATED IN SALCEDO VILLAGE, MAKATI CITY AS ADMINISTRATIVE PERSONNEL (eg, ADMINISTRATOR, ENGINEER-IN-RESIDENCE, MAINTENANCE/JANITORIAL PERSONNEL ETC.) AND HAVE SERVED IN THEIR RESPECTIVE POSTS FOR AT LEAST THREE (3) CONTINUOUS YEARS.

COLOR-CODED IDs

ISSUANCE OF A BARANGAY BEL-AIR (BBA) IDENTIFICATION CARD(I.D) IS CONDITIONAL UPON THE APPLICANT ACCEPTING AND ABIDING BY THE FOLLOWING RULES AND ACKNOWLEDGE THAT THE RULES ARE BINDING UPON AND ENFORCEABLE AGAINST HIM BY THE BBA:

1. STATEMENT OF PURPOSE.

BBA IS A LOCAL GOVERNMENT UNIT WHICH REGULATES AMONG OTHERS THE ISSUANCE OF I.Ds WITH THE OBJECTIVE OF ENSURING THAT ONLY QUALIFIED PERSONS ARE ALLOWED TO AVAIL OF ITS BENEFITS.

2. REQUIREMENTS FOR ISSUANCE OF A BBA I.D.

- A. THE APPLICANT MUST BE A FILIPINO CITIZEN AND AT LEAST 18 YEARS OF AGE. A VALID GOVERNMENT ISSUED I.D. WITH PICTURE AND SIGNATURE IS REQUIRED.
- B. THE APPLICANT MUST FILL UP AN APPLICATION FORM AND ATTACH THERETO A CERTIFICATION OF EMPLOYMENT FROM HIS/HER LATEST EMPLOYER AND AN ENDORSEMENT FROM DULY AUTHORIZED OFFICER OF THE CONCERNED RESIDENTIAL CONDOMINIUM CORPORATION.
- C. EACH RESIDENTIAL CONDOMINIUM CORPORATION IS SALCEDO VILLAGE, MAKATI CITY, IS ENTITLED TO THE INSUANCE OF A MAXIMUM NUMBER OF FIFTEEN (15) BBA IDs FOR THEIR QUALIFIED EMPLOYEES.

3. WARRANTIES.

THE APPLICANT REPRESENT AND WARRANTS THAT:

- A. HE IS AN EMPLOYEE OF A BBA RESIDENTIAL CONDOMINIUM CORPORATION IN SALCEDO VILLAGE, MAKATI CITY AND AGREES TO ABIDE BY ALL THE BBA RULES;
- B. ALL INFORMATION PROVIDED BY HIM IS ACCURATE AND UP-TO-DATE AND ANY CHANGES THERETO SHALL BE PROMPTLY REPORTED TO THE BBA OFFICE;
- C. HE WILL OBSERVE AND WILL CONTINUE TO POSSESS ALL NECESSARY LICENSES, AUTHORIZATIONS AND PERMIT REQUIRED TO MEET HIS OBLIGATIONS UNDER THESE RULES;



BARANGAY BEL-AIR

- D. THE APPLICANT SHALL NOT CONDUCT HIMSELF IN ANY MANNER WHICH MAY CAUSE DAMAGE, EMBARRASSMENT OF OTHERWISE ADVERSELY AFFECT THE REPUTATION AND INTEGRITY OF THE BBA; AND
- E. HE SHALL SURRENDER HIS BBA-ISSUED I.D. UPON RESIGNATION AND TERMINATION OF HIS EMPLOYMENT WITH THE CONCERNED RESIDENTIAL CONDOMINIUM CORPORATION.

4. RIGHTS AND RESPONSIBILITIES.

ANY PERSON WHO IS LAWFULLY THE HOLDER OF A BBA-ISSUED I.D. IS ENTITLED OF THE FOLLOWING BENEFITS:

- CONSULTATION AT THE BARANGAY CLINIC AND BARANGAY DENTAL CLINIC
- AVAILMENT OF OTHER HEALTH SERVICES THAT THE BARANGAY MAY PROVIDE FOR FREE DURING THE YEAR E.g. LIPID PROFILE TESTS; X-RAYS, FLU & PNEUMONIA VACCINES SHOTS, FREE EYE REFRACTIONS, FREE DENTURES, ETC.

5. NON-ASSIGNMENT AND VALIDITY.

- A. THE RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS OF THE HOLDER OF A BBA I.D. MAY NOT BE ASSIGNED OR TRANSFERRED TO ANOTHER PARTY. ONLY THE INDIVIDUAL TO WHOM THE CARD IS ISSUED MAY USE THE BBA I.D.
- B. BBA IDs ARE VALID FOR A PERIOD OF ONE YEAR FROM DATE OF ISSUANCE, RENEWABLE FOR SIMILAR PERIOD. THE FEE FOR THE ISSUANCE OF THE BBA ID IS P125.00

6. LOST OR STOLEN BBA I.D.

- A. BBA I.D. LOST OR STOLEN MUST BE IMMEDIATELY REPORTED TO BBA OFFICE.
- B. A Php 200.00 FEE SHALL BE CHARGED FOR REPLACEMENT OF A BBA I.D.
- C. THE INSSUANCE OF A BBA ID CAN BE REVOKED ANYTIME AT THE DISCRETION OF THE BBA WHENEVER THERE IS EVIDENCE OF IMPROPER CONDUCT COMMITTED OR FOR VIOLATION OF THE RULES.

7. MODIFICATION; COMPLIANCE WITH LAWS.

THESE RULES MAY BE MODIFIED BY THE BBA COUNCIL; PROVIDED, HOWEVER, THAT:

- I. NO MODIFICATION WILL HAVE ANY RETROACTIVE EFFECT; AND
- II. ANY MODIFICATION WILL NOT BE EFFECTIVE UNTIL AT LEAST THIRTY (30) DAYS AFTER NOTICE OF SUCH MODIFICATION HAS BEEN SENT TO THE ADMINISTRATORS OF THE RESIDENTIAL CONDOMINIUM CORPORATIONS IN SALCEDO VILLAGE, MAKATI CITY.