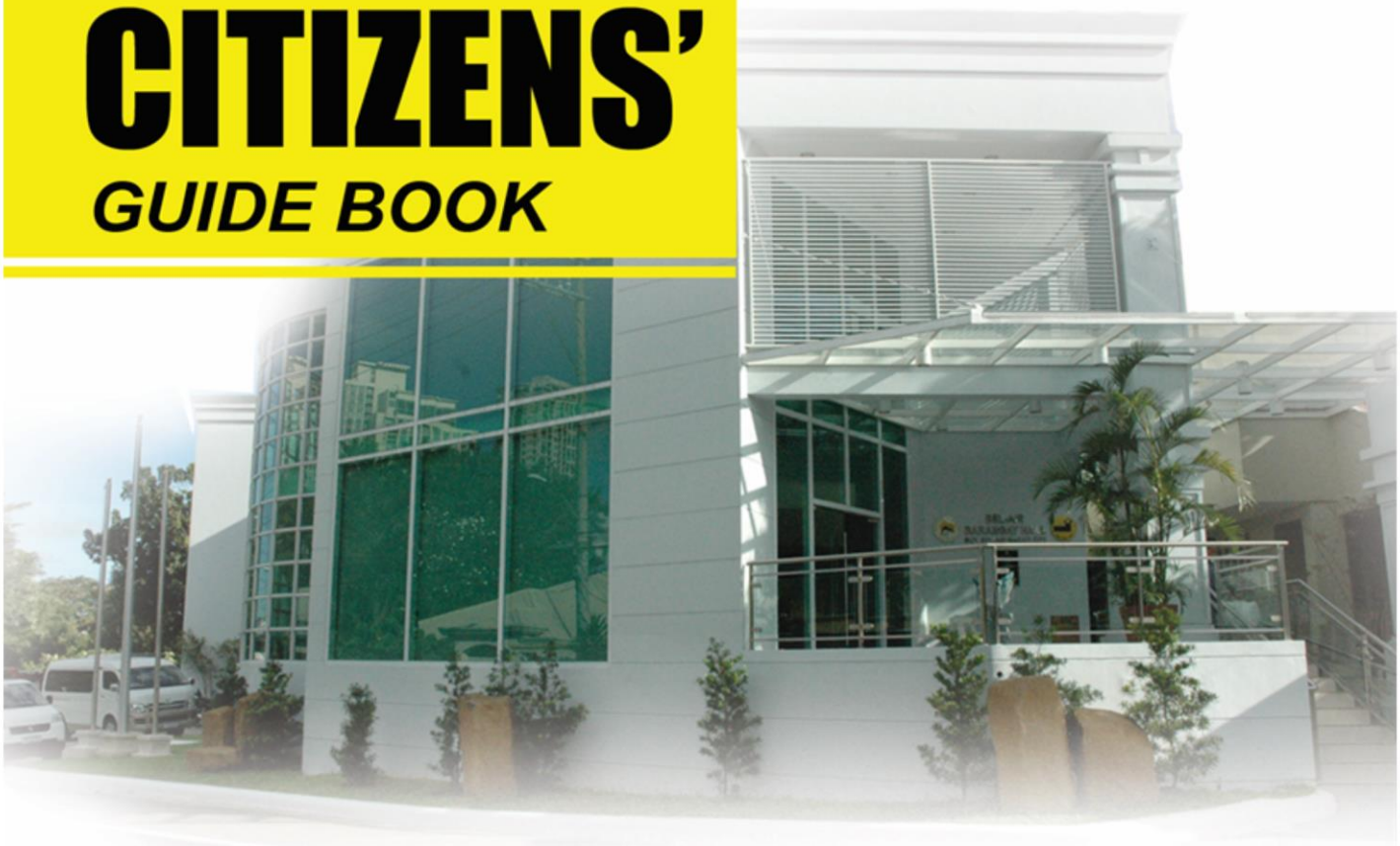




BARANGAY
BEL-AIR
CITY OF MAKATI

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
SOCIAL SERVICES



Joan O. Asuncion
Kagawad
CLEAN & GREEN



Ma. Bella R. Oposa
Kagawad
SENIORS & PWD



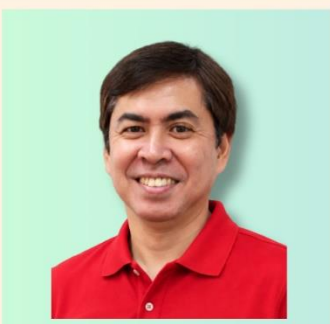
Maria Carmen R. Guerzon
Kagawad
ARTS & CULTURE



Paolo Romaldo F. Pagulayan
Kagawad
INFRASTRUCTURE



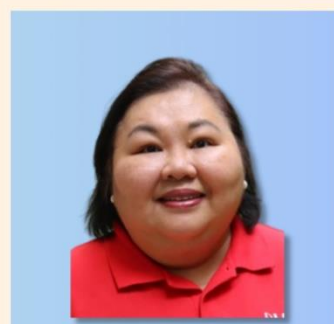
Milagros S. Alora
Kagawad
PEACE & ORDER - SALCEDO VILLAGE



Roman G. Leus
Kagawad
PEACE & ORDER - BEL-AIR VILLAGE



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



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



STEPHANIE MAY A. GUTIERREZ

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. 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 is a venue for Makati City Hall seminars and social events.



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 Paul Getty Granada. Jaime 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 PBCom Building was the tallest structure, soaring to a height of 258.6 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
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. Verifies the authenticity of the Resident Certificate, I.D card, and the Certification from Admin Building	Barangay Clerk - Barangay Clearance Section	NONE

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

STEPS #	CLIENT/ TAX PAYER	SERVICE PROVIDER	EMPLOYEE IN-CHARGE	FEES
3	Submit all the necessary requirements together with the Official Receipt/s	a. Encodes entries and details b. Prints Clearance c. Signs and Seals documents	Barangay Clerk - Barangay Clearance Section	

2. RENEWAL OF INDIVIDUAL BARANGAY CLEARANCE

STEPS #	CLIENT/ TAX PAYER	SERVICE PROVIDER	EMPLOYEE IN-CHARGE	FEES
1	a. Fill up the Forms b. Attach the old Barangay Clearance	Checks the data in application forms and verifies the old Barangay Clearance	Barangay Clerk - Barangay Clearance Section	
2	Pay the corresponding fee	Accepts payment and issues official receipt/s	Cashier	
3	Submit Application Forms and Old Barangay Clearance together with the Official Receipt/s	a. Searches the previous related data b. Prints Clearance c. Signs and seals documents	Barangay Clerk - Barangay Clearance Section	

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																				
1.	a. Fill up Business Application Forms b. Present the following documents: • Photocopy of DTI / SEC Registration including the by-laws and Articles of Incorporation • Contract of Lease • Lessor's Barangay Clearance • Sketch of Business Location	Checks and verifies all the documents submitted and encodes assigned business plate numbers	Barangay Clerk - Barangay Clearance Section																					
2.	Pay the corresponding fee	Accepts payment and issues official receipt/s	Cashier	1. FEES depends on the Paid-Up Capital as indicated in the Articles of Incorporation <table><tr><td>50,000.00 below</td><td>Php 200.00</td></tr><tr><td>50,001.00 to 100,000.00</td><td>Php 300.00</td></tr><tr><td>100,001.00 to 250,000.00</td><td>Php 400.00</td></tr><tr><td>250,001.00 to 500,000.00</td><td>Php 500.00</td></tr><tr><td>500,001.00 to 1M</td><td>Php 1,000.00</td></tr><tr><td>1,000,001.00 to 5M</td><td>Php 1,500.00</td></tr><tr><td>5,000,001.00 and above</td><td>Php 2,000.00</td></tr><tr><td>Business Plate</td><td>Php. 500.00</td></tr><tr><td>Sticker</td><td>Php. 200.00</td></tr><tr><td>Lost Business Plate</td><td>Php 1,000.00</td></tr></table> 2. Foundations, Non-Stock, Non-Profit Corporations and other similar juridical entities the FEE shall be a flat rate of Php. 1,000.00	50,000.00 below	Php 200.00	50,001.00 to 100,000.00	Php 300.00	100,001.00 to 250,000.00	Php 400.00	250,001.00 to 500,000.00	Php 500.00	500,001.00 to 1M	Php 1,000.00	1,000,001.00 to 5M	Php 1,500.00	5,000,001.00 and above	Php 2,000.00	Business Plate	Php. 500.00	Sticker	Php. 200.00	Lost Business Plate	Php 1,000.00
50,000.00 below	Php 200.00																							
50,001.00 to 100,000.00	Php 300.00																							
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1,000,001.00 to 5M	Php 1,500.00																							
5,000,001.00 and above	Php 2,000.00																							
Business Plate	Php. 500.00																							
Sticker	Php. 200.00																							
Lost Business Plate	Php 1,000.00																							

3	Submit Application forms and all documents together with the Official Receipt/s	a. Encodes entries and details b. Prints of Clearance c. Signs and seals documents d. Releases the New Business Plate together with the Barangay Clearance	Barangay Clerk - Barangay Clearance Section	
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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
1	Present the following documents: a. Photocopy of previous Barangay Clearance b. Photocopy of lessor's Barangay Clearance c. Application form (2 copies)	a. Reviews / assesses and verifies the previous Barangay Clearance, Lessor's Clearance And Application forms b. Encodes business plate numbers in the computer to get the corresponding amount then submits it to the cashier	Barangay Clerk - Barangay Clearance Section	
2	Pay the corresponding fee	Accepts payment and issues official receipt/s	Cashier	Same as previous Barangay Fee with additional charge of Php. 200 for the sticker
3	Return the documents to encoding section	a. Encodes the Business Plate Numbers and Print b. Signs and seals documents c. Releases the Barangay Clearance	Barangay Clerk - Barangay Clearance Section	

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
1	Proceed to 2nd Floor and submit letter of request to the Barangay Captains' Secretary	a. The Barangay Captains' Secretary will receive the letter of request and forward it to the Office of the Barangay Captain and The Barangay Secretary will advise the requestor to proceed to the Ground Floor for Assessment	Office of Barangay Secretary	

STEPS #	CLIENT/ TAX PAYER	SERVICE PROVIDER	EMPLOYEES INCHARGE	FEES		
				Particulars	Residential	Commercial
2	Submit all the necessary requirements	- Checks and assesses the following documents: a. receives the Request Letter duly received from the office of the Barangay Captain b. receives Clearance from NOBLA/MACEA/BAVA c. receives Floor Plan - Computes 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
3	Proceed to the Cashier for payment	Accepts payment and issues official receipt/s	Cashier	Refer to the corresponding assessment billing		
4	Wait for the Barangay Certificate/Clearance	a. Encode the necessary data b. Signs and seals documents c. Releases the Barangay Clearance	Barangay Clerk - Barangay Clearance Section			

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) Antenna 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
1	Proceed to 2nd Floor and submit letter of request to the Barangay Captains' Secretary	a. The Barangay Captains' Secretary will receive the letter of request and forward 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	
2.	Proceed to Assessment and present the received letter of request	Evaluates and assesses the documents and computes the billing	Barangay Clerk - Barangay Clearance Section	Installation of Cell sites: Indoor Php. 2,000 Outdoor Php. 5,000

STEPS #	CLIENT/ TAX PAYER	SERVICE PROVIDER	EMPLOYEE IN-CHARGE	FEES
3	Proceed to Legal Section or assistant of the Barangay Secretary for the documents and requirements	a. The Legal Section or the Assistant of the Barangay Secretary will give the list of the documents required: b. Checks the requirements/ documents c. Checks the schedule of Sangguniang Barangay Session and includes it the Agenda d. She will advise the client/ tax payer on the dates to be released because it should pass through the Barangay Council Meeting for an Approval of Barangay Resolution	Legal Section or Assistant of the Barangay Secretary	
**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	Accepts payment and issues official receipt/s	Cashier	Depends on the assessment billing given
5	Submit all the documents together with the Official Receipt/s	Issues the Barangay Clearance together with the Approved Barangay Resolution	Barangay Clerk - Barangay Clearance Section	

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
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	
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
3	After the Assessment proceed to the Cashier for payment and pay the corresponding FEE	Receives the payment, issues official receipt and releases the clearance	Admin Officer II [Cashier]	NONE
4	Present the Official Receipt to the Assessment Officer and wait for the release of the Clearance	Prepares 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
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
2	Proceed to Assessment window	Indicates 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
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 the complaint into the blotter. (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	NONE
			Admin Officer III Paralegal Officer	NONE
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
3	Proceed to Tanod/Bantay-Bayan Office	Tanod/Bantay-Bayan Desk Officer to give Complaint form, attach 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
4	Fill-up Complaint Form and pay the corresponding FEE	Issues Official Receipt and forwards 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 regarding the hearing schedule.	Receives the Complaint together with all documents, check if they complete with details such as contact numbers of both the Complainant and the Respondent. Schedules 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
1	Proceed to 2nd Floor and submit letter of request to the Office of the Barangay Captain	Receives the letter of request and forwards the letter of request to the Barangay Captain for approval	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	Checks, verifies the authenticity of the clearance and other documents submitted. Indicates 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
1	Fill out forms and attach all required documents	Checks details and evaluates for completeness	Brgy. Staff	free
2	Transmit application forms for I.D. Processing	Receives application forms with complete requirements	MAC Coordinators	free
3	Delivery of Senior Citizen national I.D. together with the medicine and grocery booklets		MAC Coordinators	free

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
1	Fill out forms and attach all required documents	Checks details and evaluates for completeness	Brgy. Staff	free
2	Home visitation interview and validation of residency	Transmits application forms for encoding	MAC Coordinators	free
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
1	Fill out forms and attached all required documents	Checks details and evaluates for completeness	Brgy. Staff	free
2	Home visitation Interview and validation of residency	Transmits application forms for encoding & printing of I.D.	MAC Coordinators	free
3	Delivery of PWD I.D.		MAC Coordinators	free

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
1	Fill out forms and attach all required documents	Checks details and evaluates for completeness	Brgy. Staff	free
2	Home visitation Interview and validation of residency	Transmits application forms for encoding & printing of I.D.	MAC Coordinators	free
3	Delivery of Solo Parent I.D.		MAC Coordinators	free

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
1	Provide all requirements and proceed to Makatizen Card Application Area Makati Web Portal	Checks details and evaluates for correctness and completeness	Makatizen Card Helpdesk personnel/ Ushers	none
2	Home visitation Interview	Validation of residency	MAC Coordinators	none
3	Check email for Data Capturing and biometrics schedule	Data validation and approval	Makatizen Card Data Encoders	none
4		Prints Cards	Public Private Partnership (PPP)	none
5	Issuance of acknowledgement and claim stub	Receives transmittal	MAC Coordinators	none
6	Makatizen Card pick up details	Receives email	Makatizen Card Personnel	none

BARANGAY FACILITIES



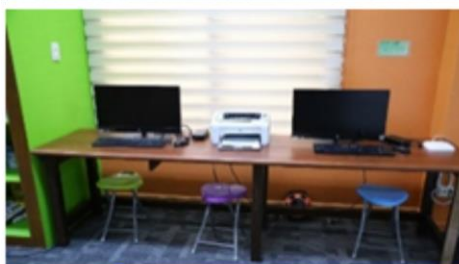
BEL-AIR VILLAGE CLINIC @ BEL-AIR PARK III
OPERATION HOURS: 8:00AM-5:00PM



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



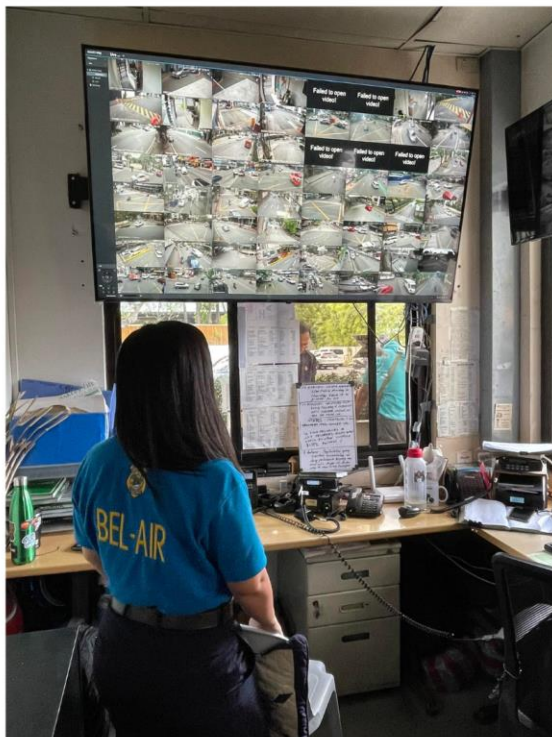
PLAYGROUND @ JAIME VELASQUEZ PARK



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



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



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



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



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



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



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



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



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



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



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



ARCAINA, 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



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



SALAZAR, ERNESTO E.
- ADMINISTRATIVE ASSISTANT VI
- DRIVER



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



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



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



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



LORILLA, EZRA JEREMIA D.
- ADMINISTRATIVE ADE III
- S.K. COORDINATOR



PAZ, CATHERINE F.
- ADMINISTRATIVE ADE III
- SENIOR & PWD COORDINATOR
- KASAMBAGAY DESK OFFICER



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



BARANGAY BEL-AIR TANOD/BANTAY BAYAN

ORGANIZATIONAL CHART



TSN MARCOS A. NARAS
CHAIRMAN OF BARANGAY BEL-AIR



BAY EDDY F. SORIANO, JR.
BARANGAY CAPTAIN



BAY ANSELMO LARAY A. NARANJO
BARANGAY COUNCIL MEMBER



BAY DONALDO C. BALDIANA
SHIFT 10 COORDINATOR



BAY RICHY F. SORIANO
SHIFT 10 COORDINATOR



BAY MARCEL TELLY ANA F. ENIN
HEAD OF OPERATIONS



BAY JOFFRENDRA B. BARRIA
SHIFT 10 COORDINATOR



TSN BAY ANSELMO S. PANTO
SHIFT 10 COORDINATOR



BAY BAY SORIANO
SHIFT 10 COORDINATOR



BAY ANA LARAY A. SORIANO
HEAD OF OPERATIONS



BAY LUDOVICO A. NARANJO, JR.
SHIFT 10 COORDINATOR



BAY ANSELMO S. SORIANO
SHIFT 10 COORDINATOR



BAY BAY SORIANO
SHIFT 10 COORDINATOR

CCTV OPERATOR



BAY JONAS C. CERNANDEZ



BAY JONAS F. SORIANO



BAY JONAS F. SORIANO



BAY JONAS F. SORIANO



BAY JONAS F. SORIANO



TSN BALDADO C. SORIANO, JR.



BAY MARCEL LARAY A. NARANJO



BAY MARCEL LARAY A. NARANJO

FIRE TRUCK OPERATOR



TSN BALDADO C. SORIANO, JR.



BAY MARCEL LARAY A. NARANJO



BAY MARCEL LARAY A. NARANJO



BAY MARCEL LARAY A. NARANJO



BAY MARCEL LARAY A. NARANJO



BAY MARCEL LARAY A. NARANJO



BAY MARCEL LARAY A. NARANJO

BARANGAY MULTI-PURPOSE OFFICE SECURITY



TSN DONALDO C. LARAY, JR.



BAY JONAS F. SORIANO



BAY JONAS F. SORIANO



BAY JONAS F. SORIANO



TSN BALDADO C. SORIANO, JR.



BAY ANA LARAY A. SORIANO
TAGALOG OFFICE



BAY ANA LARAY A. SORIANO
TAGALOG OFFICE

CHILDREN'S LIBRARY & ACTIVITY CENTER SECURITY



BAY ANA LARAY A. SORIANO
CHILDREN'S LIBRARY & ACTIVITY CENTER



BAY ANA LARAY A. SORIANO
CHILDREN'S LIBRARY & ACTIVITY CENTER



BAY ANA LARAY A. SORIANO
CHILDREN'S LIBRARY & ACTIVITY CENTER



BAY ANA LARAY A. SORIANO
CHILDREN'S LIBRARY & ACTIVITY CENTER



BAY ANA LARAY A. SORIANO
CHILDREN'S LIBRARY & ACTIVITY CENTER



BAY ANA LARAY A. SORIANO
CHILDREN'S LIBRARY & ACTIVITY CENTER

MOTORIZED DRIVER



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO

TRAFFIC PERSONNEL



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



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BAY ANSELMO S. SORIANO

PATROL DRIVER



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO

PERIMETER SECURITY



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



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BAY ANSELMO S. SORIANO

TASK FORCE ENVIRONMENTAL POLICE



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



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BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



BAY ANSELMO S. SORIANO



CONTACT NUMBERS IN CASE OF AN EMERGENCY

EMERGENCY HOTLINES

**NATIONAL
EMERGENCY
HOTLINE**

911

NDDRC

TRUNKLINES:
911-5061 to 65
OPERATIONS CENTER:
(02) 911-1406
(02) 912-2665
(02) 912-5668
(02) 911-1873

DSWD

TEXT HOTLINE:
0918-9122813
TRUNKLINE:
(02) 931-8101
DISASTER RESPONSE UNIT:
856-3665
852-8081

RED CROSS

HOTLINE: **143**
(02) 527-0000
(02) 527-8385 to 95

DISASTER MANAGEMENT OFFICE:
134 (Staff)
132 (Manager)
133 (Radio Room)

PNP HOTLINE PATROL

HOTLINE: **117**
722-0650

TEXT HOTLINE:
0917-8475757

MMDA

HOTLINE: **136**
TRUNKLINE:
(02) 882-415077
loc. 337 (Rescue)
255 (Metrobase)
319 (Road Safety)
374 (Public Safety)
320 (Road Emergency)
(02) 882-0925 (Flood Control)

PAGASA HOTLINE

GENERAL INQUIRIES
PUBLIC INFORMATION UNIT
(632) 4342696
WEATHER UPDATES
WEATHER FORECASTING SECTION
(632) 9264258, (632) 9271541

AVIATION WEATHER UPDATES
AERONAUTICAL METEOROLOGY
SERVICE SECTION
(632) 8323023

MAKATI EMERGENCY CONTACTS

MAKATI CITY HALL
8870-1000

OSPITAL NG MAKATI
8882-6316 to 36

MAKATI COMMAND CONTROL
168 | 8236-5790

MAKATI MEDICAL CENTER
8888-8999

MAKATI POLICE DEPARTMENT
0939-2032212
PCP6: **8893-8930**

ST. LUKES BGC
8789-7700

BUREAU OF FIRE PROTECTION
0931-1451493 | 09310637487

MANILA WATER COMPANY
1627

MAKATI ANTI DRUG ABUSE
1713 | 8870-1715

MERALCO
162-10 | 162-11

BRGY BEL-AIR || BAVA || MACEA

BRGY. BEL-AIR
8896-5269
8895-4011 | 4408 | 6509 | 5563

BAVA SECURITY
0917-1495657

BRGY. TANOD HOTLINE
8355-8341 | 8405-1247

BAVA ADMIN
09117-1574172
8523-8215 | 8895-1856
8895-4011

SALCEDO TANOD
8359-2136

LIFELINE

16911 | 8839-2525

GLOBE:

7521-6911

0917-5216911 | 09175116911

0917-5416911

MACEA
0917-1111548
8813-2446



BEL-AIR VILLAGE ASSOCIATION, INC. (BAVA)

President: Atty. 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

Website:

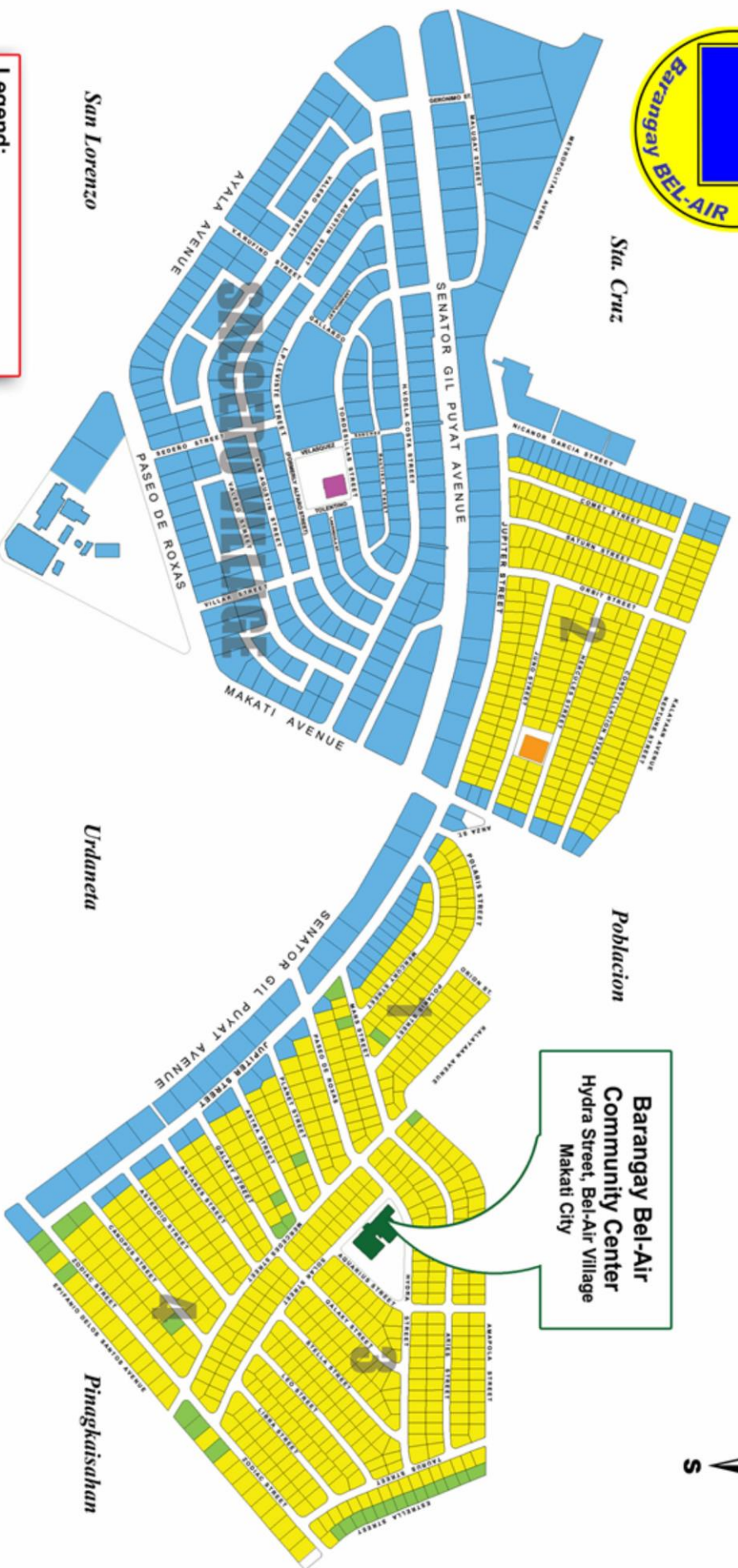
www.barangaybelair.ph

Facebook Page:

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



MAP OF BARANGAY BEL-AIR



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.