CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



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OFFICE OF THE CITY ADMINISTRATOR - ECONOMIC ENTERPRISE MANAGEMENT DIVISION

External Services

1. CITY OF MEYCAUAYAN CONVENTION CENTER FEE PAYMENT

The City of Meycauayan Convention Center is one of the public utilities, managed and operated by Economic Enterprise Management-Office of the City Administrator. The Convention Request Form (CRF) is issued for General Public that wishes to use/rent the CMCC. The CAdO-EEM is authorized by the City Treasury Office to issue and collect revenue in this facility

Office or Division:	Economic Enterprise Management - Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Verify the availability of the date.	Assist the client that wishes to rent / use the convention	None	5 minutes	Market Supervisor III Admin. Aide I Economic Enterprise Management Division-Office of the City Administrator
2.Fill-out convention request form (CRF)	Review the CRF	None	5 minutes	
3.Fill-out Reservation Policies for the use of City of Meycauayan Covention Center	Review, process, & copy release of reservation policies	None	5 days	Economic Enterprise Management Division-Office of the City Administrator
3.Payment of Reservation fees / Rental Fees	Received payment	(**see schedule of fees)**	5 minutes	Admin. Aide I Market Supervisor III Economic Enterprise Management - Office of the City Administrator
4. Received LGU Official Receipt	Issuance of LGU Official Receipt	None	5 minutes	
	Report of reservation fee / rental fee collection		5 minutes	
	TOTAL	***(see schedule of fees)***	**5 days & 25 minutes**	

Note: Full payment should be made three (3) days before the event.

SCHEDULE OF FEES;

Reservation fee: **P1,000**		
	For Meycauayan Residence:	**For Non- Residence:**
Exec. Office and Lobby Area **-In Excess of 4 hours**	P5,000.00 (first 4 hours) P1,250.00 /hour	P6,000.00 (first 4 hours) P1,500.00 /hour
Exec. Office Only **-In excess of 4 hours**	P2,500.00 (first 4 hours) P625.00 /hour	P3,000.00 (first 4 hours) P750.00 /hour
Lobby Area Only **-In excess of 4 hours**	P2,500.00 (first 4 hours) P625.00 /hour	P3,000.00 (first 4 hours) P750.00 /hour
2nd Floor Main area **-In excess of 4 hours**	P10,000.00 (first 4 hours) P2,500.00 /hour	P15,000.00 (first 4 hours) P3,750.00 /hour
3rd Floor **-In excess of 4 hours**	P6,000.00 (first 4 hours) P1,500.00 /hour	P7,000.00 (first 4 hours) P1,750.00 /hour
Air Conditioning System **(Dressing Room)** **AIRCON 1** **AIRCON 2** **Wash Area / Kitchen**	 P500.00 /hour P500.00 /hour P500.00 /use	

Other Fees; any electrical equipment: P 300.00/equipment
Note: Rent are inclusive of chairs and tables

2. Transportation Terminal Fee Payment

The Economic Enterprise Management - Office of the City Administrator (Transport Division) manages the collection of terminal fees at the Meycauayan Common Transport Terminal. Public Utility Vehicles are allowed to pick-up commuters in the MCTT in exchange for a fee per trip.

Office or Division:	**Economic Enterprise Management - Office of the City Administrator-** (**MEYCAUAYAN COMMON TRANSPORT TERMINAL)**
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Terminal Drivers and Operators

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
TERMINAL FEE SLIP	Economic Enterprise Management - Office of the City Administrator- (MEYCAUAYAN COMMON TRANSPORT TERMINAL)

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the Terminal Fee Slip	Counter check / validate	None	5 minutes	Admin. Aide I
2. Payment	Received payment	**Terminal fees**: **UV Express Van** - P50.00 **Traditional Jeepney** - P15.00 **Modern Jeepney** - P20.00	5 minutes	Special Operations Officer II
3. Received LGU Official Receipt	Issuance of LGU Official Receipt	None	5 minutes	Economic Enterprise Management - Office of the City Administrator
	Report of terminal fee collection	None	10 minutes	
	TOTAL:		**25 minutes**	

3. PUBLIC UTILITY VEHICLE REGISTRATION

All UV Express vans, mini bus, traditional and modern jeepneys, North and South bound who shall use the Meycauayan Common Transport Terminal as their terminal shall pay the corresponding fees and renewable annually to CAdO-EEM.

Office or Division:	Economic Enterprise Management -Office of the City Administrator (Meycauayan Common Transport Terminal)
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Drivers and Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Registration form (accomplished)	Economic Enterprise Management - Office of the City Administrator (Meycauayan Common Transport Terminal)
Business Permit of transport organization & 1 photocopy	Transport Organization
Policy of Organization & 1 photocopy	Transport Organization
Proof of Consolidation & 1 photocopy	LTFRB
Updated of Franchise Verification & 1 photocopy	LTFRB
Updated OR/CR & 1photocopy	LTO
1 PUV Operator's Government Issued ID (Driver's License, National ID, SSS, GSIS or Pag-ibig) & 1 photocopy	LTO, Post Office, PSA, SSS, GSIS & Pag-ibig
Driver's License of PUV driver & 1 photocopy	LTO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of accomplished registration form	1.1 Received accomplished *make sure all requirements are complete	None	5 mins. per application	Admin. Aide I Special Operations Officer II
	1.2 Review and validate the documents submitted	None	10 minutes	Economic Enterprise Management -Office of the City Administrator
	1.3 Inspection of vehicle	None	10 mins. per vehicle	

	1.4 Approval of application	None	5 minutes	OIC, CAdO-EEM
2. Payment	2.1 Receive payment	**Registration fees;** **UV Express van** / **Mini Bus** – P 1,000 **Traditional / Modern Jeepney** – P 500	5 mins. per transaction	Admin. Aide Special Opertions Officer II Economic Enterprise Management -Office of the City Administrator
	2.2 Record to logbook	None	5 minutes	
3. Receive LGU Official Receipt and LGU official sticker	3. Issuance Official Receipt and LGU's official sticker	None	5 minutes	
	4.Report the registration collection	None	10 minutes	
	TOTAL		**55 minutes**	

4. Burial Niche and Crypt Fee Payment

The Calvario Public Cemetery is one of the basic services of City Government of Meycauayan, managed by Economic Enterprise Management - Office of the City Administrator (Public Cemetery) and shall exercise function and responsibilities for efficient and effective services.

Office or Division:	Economic Enterprise Management - Office of the City Administrator (Public Cemetery)
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Relatives of deceased Meycauayan residents
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Death Certificate – 1 original & 1 photocopy	Office of the Civil Registrar

2. Permit (Burial,Exhumation and Cremation) - original & 1 photocopy a. Transfer of Cadaver b. Reburial Permit c. Transfer of Bones d. Fetal Death – (500 grams and Above)	Office of the City Health Officer Hospital
3. Contract of Agreement – 3 sets photocopy)	Calvario Public Cemetery Division
4. Valid I.D. of relative / kin of dead person – Original & 1 photocopy with 3 signatures	Client
Note: Attached original copy is for verification / reference use only.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verify for availability of niche or crypt.	1. Assist the client for the availability of the niche / crypt.	None	5 minutes	Cemetery Caretaker Social Welfare Assistant Economic Enterprise Management Division -Office of the City Administrator-
2. Fill-out the Kasunduan ng Pagpapaupa sa Pampublikong Sementeryo ng Lungsod ng Meycauayan.	2. Review, process & sign the release copy of Kasunduan ng Pagpapaupa sa Pampublikong Sementeryo ng Lungsod ng Meycauayan.	None	5 days	

3. Payment	3. Received the Payment	None	10 minutes	
4. Received the LGU's Official Receipt	4. Issuance of LGU's Official Receipt	**(see schedule fees)**	5 minutes	
	5.Report the collection of fees	None	5 minutes	
	TOTAL:	**(See schedule fees)**	**5 days & 30 minutes**	

Schedule of fees;

Type of Lot	Rental Fees
1. Niche (Apartment Type)	
a. Initial 5 years	P 15,000.00
b. Succeeding year after 5 years, Renewable every year	P 2,000.00
2. Bone Crypt a. Initial 5 years	P 1,500.00
b. Succeeding year after 5 year, Renewable every year	P 500.00

5. Cremation Services Fee Payment

The Public Cemetery division will ensure effective delivery of service and undertake improvements to cremation facility for a safer, cleaner and more pleasing environment.

Office or Division:	Economic Enterprise Management Division- Office of the City Administrator-(Public Cemetery)
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Relatives of the deceased Meycauayan residents

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Requirements: 1. Duly Accomplished Cremation Authorization Form (CAF).	Calvario Public Cemetery
2. Death Certificate – Original & 1 photocopy	Office of the City Civil Registrar
3. Cremation Permit - Original & 1 photocopy	Office of the City Health Officer
4. Valid ID, applicant and two witnesses (for the contract) - 1 photocopy with 3 signatures	To be produced by the client
5. If funeral wake exceeds seven (7) days, Embalmer certificate	Funeral services

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Verify the date of the date of Cremation Services	1.1 Assist the Client for the availment of cremation services 1.2 Check all requirements	None	10 minutes	Caretaker Social Welfare Assistant Economic Enterprise Management Division - Office of the City Administrator-
2.Fill-out Cremation Authorization Form (CAF)	Review the CAF	None	5 minutes	
3.Fill-out the Kasunduan ng Pagpapaupa sa Pampublikong Sementeryo ng Lungsod ng Meycauayan.	Review, process, sign and released the copy of Kasunduan ng Pagpapaupa sa Pampublikong Sementeryo ng Lungsod ng Meycauayan	None	5 days	

4.Payment	4.. Receive payment	**(See schedule of fees)**	5 minutes	
5.Received the LGU Official REceipt	5.Issuance of LGU Official Receipts	None	5 minutes	
	6.Report the Cremation services fees	None	5 minutes	
	TOTAL	**(See schedule of fees)**	**5 days & 25 minutes**	

Schedule of fees;

Category	Creamation Fees
Local Residence (11 yrs. and above)	P 15,000.00
Local Res. of Meycauayan (10 yrs old and below)	P 8,000.00
Non – Res. of Meycauayan (10 yrs. old and below)	P 20,000.00
Bone Only	P 6,000.00
Cost of Urn	P 1,500.00

6. Tanghalang Meycaueño Fee Payment

The Economic Enterprise Management -Office of the City Administrator manages the collection of Tanghalang Meycaueño fees at the New City Hall of City of Meycauayan. The Tanghalang Meycaueño Contract form is issued to general public/ private entities that wishes to rent/use the Tanghalang Meycaueño. CAdO-EEM is authorized by City Treasury Office to collect revenue in these facilities.

Office or Division:	Economic Enterprise Management - Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	General Public and Private entities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Verify the availability of the date	1. Assist the client that wishes to rent /use the Tanghalang Meycaueño	None	5 minutes	Ticket Checker Admin. Aide I Market Supervisor III
2. Fill-out Reservation Policies of Tanghalang Meycaueño form	2. Process/ sign/Copy release the Reservation Policies of Tanghalang Meycaueño	None	5 working days	Economic Enterprise Management- Office of the City Administrator
3. Pay the corresponding reservation/ rental fee and secure official receipt	3. Receive payment and issue official receipt.	**(See schedule of fees**)	5 minutes	
	TOTAL:	***(See schedule of fees)***	**5 days and 10 minutes**	

Schedule od fees;

Resident of Meycauayan (1st 6 hours)	Php 20,000.00
Non-Resident of Meycauayan (1st 6 hours)	Php 30,000.00
Lights and Sound System	Php 5,000.00
For every succeeding hour Resident of Meycauayan Non-resident of Meycauayan	 Php 4,000.00 Php 5,000.00

7. Meycauayan Sport Complex and Basketball Court Fee Payment

The Economic Enterprise Management-Office of the City Administrator manages manages the collection of Meycauayan Sport Complex fees located at Brgy. Bañga, City of Meycauayan. The Sport Complex Contract form is issued to general public/ private entities that wishes to rent/use the Meycauayan Sport Complex CAdO-EEM is authorized by City Treasury Office to collect revenue in these facilities.

Office or Division:	Economic Enterprise Management -Office of the City Administrator
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	General Public and Private entities

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Verify the availability of the date	1. Assist the client that wishes to rent /use the Meycauayan Sports Complex	None	5 minutes	OIC,CAdO-EEM Market Supervisor III Admin. Aide I Economic Enterprise Management -Office of the City Administrator manages
2. Fill-out Reservation Policies of Meycauayan Sports Complex Form	2. Process/ sign/Copy release the Reservation Policies form	None	5 working days	
3. Pay the corresponding reservation/ rental fee and secure official receipt	3. Receive payment and issue official receipt.	**(See schedule of fees)**	5 minutes	
	TOTAL:	**(See schedule of fees)**	**5 days and 15 minutes**	

Schedule of fees;

Whole Track & Field Oval (6 hours)	
Residents	Php 10,000.00
Non-residents	Php 15,000.00
For every succeeding hour	Php 2,000.00
Reservation and Payment: CAdO-EEM – City of Meycauayan Convention Center	

RENTAL FEES FOR BASKETBALL COURT, SPORT COMPLEX;

WITHOUT TIMER	TIME	RATE
Day Rate	8:00 AM – 5:00 PM	Php 200.00/hr
Night Rate	5:00 AM – 10:00 PM	Php 300.00/hr
WITH TIMER		
Day Rate	8:00 AM – 5:00 PM	Php 250.00/hr
Night Rate	5:00 AM – 10:00 PM	Php 350.00/hr
Free public use from 6:00 AM – 8:00 AM (First Come, First Served)		
Reservation / Payment: CAdO-EEM – City of Meycauayan Convention Center		

Multi-Purpose Hall	Php 5,000.00 (1st 6 hrs.)	Php 500.00 / succeeding hour

TENNIS COURT FEES;

Types of Tennis Match	
a. Single	Php 60.00 per player for each player
b. Doubles	Php 30.00 per player for each player

RATES FOR ELECTRICAL EQUIPMENT;

Electrical Equipment Watts	**Rates**
a. Less than five hundred (500) watts	Php 100.00
b. More than five hundred (500) watts but, less than three thousand (3,000) watts	Php 200.00
c. More than three thousand (3,000) watts	Php 300.00