MUNICIPAL MAYOR’S OFFICE

SERVICE CATEGORY

MUNICIPAL MAYOR'S OFFICE SERVICES

1. MAYOR'S CLEARANCE

OFFICE / DIVISION:	Office of the Municipal Mayor
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens
WHO MAY AVAIL:	Private Sector and Individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request letter for certification /clearances 2. Barangay Clearance 3. Police / NBI Clearance 4. Cedula / Valid ID 5. Picture – 1x1 / 2x2	1. Requesting Individual 2. Barangay LGU 3. Police Station / NBI Office 4. Municipality of Residence 5. Requesting Individual

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for Mayor's Clearance	1.1 Receive / Acknowledge and evaluate request If documents are missing, notify the client to complete the requirements	None	5 minutes (Back to Step 1)	**WILMA EUGENIO** Administrative Aide IV **ANGELICA VILLANUEVA** Administrative Aide III
2. Pays the corresponding fee. After payment, present the Official Receipt and other	2.1 Accepts payment and issue Official Receipt (AF No,151) in the Municipal	Php 50.00	5 minutes	**Municipal Treasurer's Office**

requirements to the attending personnel	Treasurer's Office			
3. Present the Official Receipt and other requirements to the attending personnel.	3.1 Accept the Official Receipt and other requirements for the attachment for the Mayor's Clearance form. 3.2 The frontline personnel prepare the Mayor's Clearance and endorse the same to the Municipal Mayor for approval.	None	15 minutes	**WILMA EUGENIO** Administrative Aide IV **ANGELICA VILLANUEVA** Administrative Aide III **P/MAJ GREGORIO B. LAPPAY (RET)** Municipal Administrator **HON. JEFFREY B. KHONGHUN** Municipal Mayor
4. Receive the certifications/ clearances	4.1 Release of certifications/ clearances	None	7 minutes	**WILMA EUGENIO** Administrative Aide IV **ANGELICA VILLANUEVA** Administrative Aide III
TOTAL:		**Php 50.00**	**32 minutes**	

2. MAYOR'S EMPLOYMENT PERMIT

OFFICE / DIVISION:	Office of the Municipal Mayor
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens
WHO MAY AVAIL:	Private Sector and Individual

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request letter for certification /clearances 2. Barangay Clearance 3. Police / NBI Clearance 4. Cedula / Valid ID 5. Picture – 1x1 / 2x2	1. Requesting Individual 2. Barangay LGU 3. Police Station / NBI Office 4. Municipality of Residence 5. Requesting Individual

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Mayor's Employment Permit	1.1 Receive / Acknowledge and evaluate request If documents are missing, notify the client to complete the requirements	None	5 minutes (Back to Step 1)	**WILMA EUGENIO** Administrative Aide IV **ANGELICA VILLANUEVA** Administrative Aide III
2. Pays the corresponding fee. After payment, present the Official Receipt and other requirements to the attending personnel	2.1 Accepts payment and issue Official Receipt (AF No,151) in the Municipal Treasurer's Office	Php 50.00	5 minutes	**Municipal Treasurer's Office**
3. Present the Official Receipt and other requirements to the attending personnel.	3.1 Accept the Official Receipt and other requirements for the attachment for the Mayor's Employment Permit. 3.2 The frontline personnel prepare the Mayor's	None	15 minutes	**WILMA EUGENIO** Administrative Aide IV **ANGELICA VILLANUEVA** Administrative Aide III

	Employment Permit and endorse the same to the Municipal Mayor for approval.			**P/MAJ GREGORIO B. LAPPAY (RET)** Municipal Administrator **HON. JEFFREY B. KHONGHUN** Municipal Mayor
4. Receive the certifications/ clearances	4.1 Release of certifications/ clearances	None	7 minutes	**WILMA EUGENIO** Administrative Aide IV **ANGELICA VILLANUEVA** Administrative Aide III
TOTAL:		**Php 50.00**	**32 minutes**	

3. SPECIAL BUSINESS PERMIT

OFFICE / DIVISION:	Office of the Municipal Mayor
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2B- Government to Business
WHO MAY AVAIL:	Private Sector and Individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request letter for certification/clearances 2. Business Permit 3. Barangay Clearance 4. DTI	1. Requesting Individual 2. Bureau of Internal Revenue 3. Barangay Concerned 4. DTI Office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for Special Business Permit	1.1 Receive / Acknowledge and evaluate request If documents are missing, notify the	None	5 minutes (Back to Step 1)	**WILMA EUGENIO** Administrative Aide IV

	client to complete the requirements			**ANGELICA VILLANUEVA** Administrative Aide III
2. Pays the corresponding fee. After payment, present the Official Receipt and other requirements to the attending personnel	2.2 Accepts payment and issue Official Receipt (AF No,151) in the Municipal Treasurer's Office	(Based on the Revenue Code)	5 minutes	**Municipal Treasurer's Office/BPLO**
3. Present the Official Receipt and other requirements to the attending personnel.	3.1 Accept the Official Receipt and other requirements for the attachment for the Special Business Permit. 3.2 The frontline personnel prepare the Special Business Permit and endorse the same to the Municipal Mayor for approval.	None	15 minutes	**WILMA EUGENIO** Administrative Aide IV **ANGELICA VILLANUEVA** Administrative Aide III **P/MAJ GREGORIO B. LAPPAY (RET)** Municipal Administrator **HON. JEFFREY B. KHONGHUN** Municipal Mayor
4. Receive the certifications/ clearances	4.1 Release of certifications/ clearances	None	7 minutes	**WILMA EUGENIO** Administrative Aide IV **ANGELICA VILLANUEVA**

				Administrative Aide III
TOTAL:		**(Based on the Revenue Code)**	**32 minutes**	

4. EDUCATIONAL ASSISTANCE

OFFICE / DIVISION:	Office of the Municipal Mayor
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens
WHO MAY AVAIL:	Private Sector and Individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Certification of Registration	1. School of Requesting Individual
2. Class card	2. School of Requesting Individual
3. School ID	3. School of Requesting Individual
4. Barangay Residency / Indigency	4. Barangay LGU

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Financial Assistance	1.1 Receive / Acknowledge and evaluate request If documents are missing, notify the client to complete the requirements	None	5 minutes (Back to Step 1)	**PSYCHE SELADA** Administrative Aide III **MARICRIST TULOD** Administrative Aide III
2. Submit the requirements to the frontline personnel.	2.1 Receive / Acknowledge and evaluate request.	None	5 minutes	**PSYCHE SELADA** Administrative Aide III **MARICRIST TULOD** Administrative Aide III
3. Fill out the given form for the information	3.1 After filling the form, the frontline personnel will check the	None	15 minutes	**PSYCHE SELADA** Administrative Aide III

that will be needed for the scholarship.	information and requirements given by the student.			**MARICRIST TULOD** Administrative Aide III
TOTAL:		**None**	**25 minutes**	

5. FINANCIAL ASSISTANCE

OFFICE / DIVISION:	Office of the Municipal Mayor
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2C- Government to Citizens
WHO MAY AVAIL:	Private Sector and Individual

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Barangay Residency / Indigency	1. Barangay LGU
2. Prescription / Medical Clearance	2. Physician
3. Valid ID / Cedula	3. Requesting Individual
4. Certificate of Eligibility	4. MSWDO
5. Request Letter	5. Requesting Individual

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Financial Assistance - Approach the Frontline Clerk for information and Data Gathering.	1.1 Receive / Acknowledge and evaluate request If documents are missing, notify the client to complete the requirements 1.2 The frontline personnel will interview the patient or	None	10 minutes (Back to Step 1)	**RICHELL MORALES** Administrative Aide III **MARICAR PANER** Administrative Aide III

	relatives of the patient. 1.3 The frontline personnel will pass the information to the assigned staff for the approval.			
2. Wait for the approval of the Municipal Mayor.	2.1 The frontline personnel endorse the form or letter to the Municipal Mayor for approval	None	5 minutes	**JEAN MAYA** Executive Assistant
3. Received the financial assistance and sign the documents that will be needed.	3.1 After the approval the frontline personnel will release the financial assistance to the client and they will sign the petty cash voucher	None	2 minutes	**RICHELL MORALES** Administrative Aide III
TOTAL:		**None**	**17 minutes**	